

Subject: Recruitment of Marketing Assistant

The Embassy of India in Abidjan invites applications from suitable candidates for a position of Commercial Assistant.

- I. Starting salary of Marketing Assistant position is FCFA 610,000/- per month gross.**

Marketing Assistant:

The job involves activities relating to promotion of trade and investment between India and Cote d'Ivoire, work relating to market research, organization of Business events, facilitation of business and official delegations, handling trade queries, miscellaneous official work in English and French and any other duties as allocated from time to time.

Eligibility:

1. Educational qualifications: (a) Bachelor's degree (b) Degree / Diploma in Marketing/ Business Administration with relevant professional experience of 3 -5 years (desirable)
2. Language proficiency: He/She should have excellent skills in English and French, both written and spoken, strong management capability and ability to prioritize and deal with multiple tasks.
3. Computer skills: MS office and IT skills.
4. He/she must be an Ivorian national or others with valid work permit for Cote d'Ivoire and should be aged at least 25 years or above.

Interested candidates are invited to send their complete resume in English with copies of certificates and photograph, latest by 18th February 2025, by email to hoc.abidjan@mea.gov.in and admn.abidjan@mea.gov.in.

Please note that short-listed candidates will be called for written test followed by interview. No transport or other assistance/reimbursement will be provided.