

**Embassy of India  
Ljubljana**

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**Vacancy for the local post of Commercial/Marketing Assistant in the  
Embassy of India, Ljubljana**

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of Commercial/Marketing Assistant from 01<sup>st</sup> December 2020. The successful candidate will be appointed in the **Pay Scale of Euro 1410-42-2040-61-2650-80-3450**. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Candidates fulfilling the following requirements are welcome to apply:**

**Educational qualifications:** Minimum Bachelor degree or equivalent vocational training. Preference will be given to the candidates possessing Bachelor degree in Marketing/Commerce or related fields.

**Language Proficiency:** Fluency in English and Slovenian (speaking, reading and writing)

**Technical Skills:** Libre/MS office and good IT skills. Knowledge and understanding of computer hardware and software. Understands and can apply best practice to content creation and social media management. Ability to review and manage data accurately.

**Personal Skills:** Ability to establish effective interpersonal relationship within a team and with colleagues and supervisors. Intercultural competence. Strong management capability and ability to prioritize and deal with multiple tasks.

**Experience:** Preference will be given to candidate having experience of commercial/marketing work.

3. **Job Description:** The successful candidate is expected to perform commercial/marketing and other official work assigned to him/her.

4. **How to apply:**

Interested candidates, who are eligible to work in Slovenia, may apply by **25 September 2020** at e-mail **hocoffice.ljubljana@mea.gov.in** with a copy to **inf.ljubljana@mea.gov.in** or send their application to the following postal address:

**Embassy of India  
Zelezna Cesta 16  
Ljubljana 1000**

Candidates applying for the post, are requested to mention “**Application for the post of Commercial/Marketing Assistant in Embassy of India, Ljubljana**” in the subject of e-mail/top of the envelope.

Candidates are expected to send their application in **English** along with their CV stating their interest and suitability.

**5. Selection Procedure:**

Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant’s qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

**6. Conditions of Employment (MUST BE MET):**

The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the mission:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)

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