

**Embassy of India
Ljubljana

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

Embassy of India, Ljubljana invites applications from suitable and interested candidates for the full time position of Commercial/Marketing Assistant. As a Commercial/Marketing Assistant, candidate is expected to perform work related to commercial research, marketing activities in the Commerce wing of the Embassy and other related official work assigned to him/her. The successful candidate will be appointed in the **Pay Scale of Euro 1410-42-2040-61-2650-80-3450 (Gross Basic Pay)**. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Vacancy to be filled: Immediate**

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

(i) **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.

(ii) **Experience:** Experience of at least 02 years of working and dealing with marketing related portfolio/responsibilities.

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

(iv) **Technical Skills:** Libre/MS office and good IT skills. Knowledge and understanding of computer hardware and software along with know-how of conducting meeting on virtual platform. Understands and can apply best practice to content creation and social media management. Ability to review and manage data accurately.

(v) **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.

4. **How to apply:**

(i) **Eligibility:** Slovene nationals, third country nationals with valid resident permits provided by the Government of Slovenia.

(ii) Interested candidates, eligible to work in Slovenia, may apply by **31 March 2021** at e-mail hocoffice.ljubljana@mea.gov.in or send their application by post to the following postal address:

**Mr. Amar Singh
Head of Chancery
Embassy of India
Zelezna Cesta 16
Ljubljana 1000**

“Application for the post of Commercial/Marketing Assistant in Embassy of India, Ljubljana” may be mentioned as subject of e-mail/ on the top of the envelope.

(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability. A letter of no objection certificate from the current employer will be desired from the interested candidates, already employed and looking for an opportunity to work in the Embassy.

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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1000 Ljubljana**