

**Embassy of India  
Ljubljana  
\*\*\***

**Vacancy for the local post of Marketing Executive in the Embassy of India,  
Ljubljana**

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of Marketing Executive from January 2024. The successful candidate will be appointed in the **Pay Scale of Euro 1640-49-2375-71-3085-93-4015**. 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's Degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in technical skills/Economics/Commerce/Business Administration.

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

**Computer Skills:** Libre/MS office and good IT skills. Knowledge and understanding of computer hardware and software.

**Abilities:** 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 similar job.

**Age:** Between 25-40 years

**3. The successful candidate is expected to perform commercial and other official work assigned to him/her and assist other Embassy Officials in:**

- Analyze local economy and conduct market survey
- Prepare monthly Economic/Commercial/other relevant economic reports
- Prepare product-wise and company-wise data base
- Respond to commercial inquires
- Suggest ways and means to enhance bilateral trade and economic cooperation
- Organizing commercial events by Embassy of India
- Planning, management and logistics arrangement for Embassy's participation in various trade fairs
- Doing all translation work required for his/her job
- Liaising with relevant Slovenian authorities and local business firms and arranging meetings for visiting Indian delegation with local counterparts

- Carrying out administrative functions related to organizing meetings and filing of papers and attending calls
- Any other task as assigned from time to time.

4. **How to apply:**

Interested candidates, who are eligible to work in Slovenia, may apply by **04 December 2023** at e-mail [adm.ljubljana@mea.gov.in](mailto:adm.ljubljana@mea.gov.in) with a copy to [ma.ljubljana@mea.gov.in](mailto:ma.ljubljana@mea.gov.in) or send their application to the following postal address:

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

Candidates applying for the post, are requested to mention **“Application for the post of Marketing Executive 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 verifications 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)

\*\*\*