



**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for a:

MARKETING ASSISTANT/SECRETARY

Job description:

Liaisoning with various trade promotion bodies in Europe and India, monitoring India's export of agricultural and marine products to the EU, monitoring/compiling information on various EU standards on agricultural and marine products, collecting market information, analysis of trade data, preparation of briefs, providing assistance for India's participation in trade fairs, rendering secretarial assistance, correspondence, maintenance of files, coordinating visits of delegations etc.

Qualification and experience:

Essential qualification :

- (i) Post Graduate Degree/Diploma in International Trade /Economics / Agriculture or Allied Sciences/Management or equivalent with experience
- (ii) Sound knowledge of computer programs such as excel / power point / word, e-mail etc.
- (iii) Knowledge and command of English, Dutch/French

Desirable qualification :

Good knowledge of functioning of EU institutions, EU rules and trade related matters.

Local Work Permit and Resident Visa:

Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

Mental and Physical Health:

Candidate should be in a good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

Contract:

The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for regular appointment depending upon satisfactory performance. Please send your curriculum vitae in English language to the attention of Mr. Rajesh Sehgal, Attache (Administration), Embassy of India, 217 Chaussee de Vleurgat, 1050 – Brussels or to adm.brussels@mea.gov.in. Only selected candidates will be called for interview.

Salary :

The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 2000-2800. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Last date of receipt of applications : 15th November, 2019



(Rajesh Sehgal)

Attache (Administration)

E-mail : adm.brussels@mea.gov.in

29th October, 2019