



EMBASSY OF INDIA
BRUSSELS

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for a:

Marketing Assistant

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
- (iv) Experience of working in the European Trade, Industry or Economic Affairs.
- (v) Basic working knowledge of Dutch/French Language

Desirable qualification :

- (I) 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.

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.

Contract:

The successful applicant will be employed for an initial period of 3 months after which the contract can be extended only up to 4 consecutive terms, provided that the duration of each of them is not less than 3 months and the total duration does not exceed 2 years. The extension would be subject to satisfactory performance of the applicant. Please send your curriculum vitae in English language to the attention of Mr. Neeraj Kumar, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050 – Brussels or to ga.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 : 22nd September, 2024


(Neeraj Kumar)
Head of Chancery

APPLICATION FORM FOR THE POST OF MARKETING ASSISTANT

1. Full Name :				
2. Mobile No. :				
3. E-mail :				
4. Current Residential Address :				
5. Gender :				
6. Age :				
7. Nationality :				
8. *Passport No. / Belgian Identity Card No. :				
9. *If not the citizen of EU, Belgian Work Permit No. and its validity:				
10. *Educational qualification (Highest) :				
11. Proficiency in languages : Please tick the appropriate box in the table below-				
Language	Not known	Basic	Intermediate	Fluent
English				
French				
Dutch				
12. Previous employment, if any :				
Name and address of the employer	Nature of duties/work handled	Period		
		From	Upto	
13. Any other relevant information that candidate intends to provide:				

***Please attach copies of following documents with this form:**

- (i) Copy of Passport/Belgian Identity Card
- (ii) Copy of Belgian Work Permit, if not EU citizen
- (iii) Copy of certificate of highest educational qualification

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:
Place:

Signature of the candidate