

Embassy of India
Abidjan

Vacancy Advertisement

Applications are invited from suitable candidates with good knowledge of English Language for the following post:

1. Marketing Assistant

Starting salary: CFA 610,000 per month

Job Description: Promotion of trade and investment between India and Cote d'Ivoire and India and Liberia through facilitation of business contacts; coordination with business chambers; marketing; organizing business events; conducting market surveys; arranging visits of business and official delegations, preparation of bilateral trade data; handling trade queries, etc.

*** Other duties may be assigned as per requirements.**

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Bachelor's degree in business/commerce stream . Diploma in Marketing/Business Administration and training in combination with professional experience will be preferred.
2.	Language proficiency	Native French speaker with fluency in English language, both written and spoken. Basic interpretation and translation skills
3.	Computer skills	MS office, Excel and IT/computer administration including soft and hardware skills, management of outlook.
4.	Experience	Preference will be given to 3-5 years of experience in Marketing/Business establishments. Office work and maintenance of office records and files.
5.	Age	25.40 years

2. Receptionist-cum-Typist:

Starting salary: CFA 330,000 per month

Job Description: Manage reception; Handle telephone calls to the Mission; Receive Visa & passport applications from the applicants and handle related queries; Office management and accounting support; Translation/interpretation from French to English and vice-versa; Maintain list of contacts etc.

*** Other duties may be assigned as per requirements**

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational	Bachelor's degree in any stream.
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	qualifications	
2.	Language proficiency	Native French speaker with fluency in English language, both written and spoken. Basic interpretation and translation skills
3.	Computer skills	MS office, Excel and IT/computer administration including soft and hardware skills, management of outlook.
4.	Experience	Candidates having experience in handling reception desk, administrative work, Consular work dealing with public and knowledge of social media work will be preferred.
5.	Age	25-40 years

Last Date:

Interested candidates are invited to send their complete resume, with copies of certificates and a latest photograph by **23rd May 2020** clearly indicating the post applied for.

Email to: hoc.abidjan@mea.gov.in or adm.abidjan@mea.gov.in

By Post:

Head of Chancery
Embassy of India, Abidjan
Abidjan Riviera Golf 4 Extension, Lot N°29 Ilot 2, BP 318 Abidjan 06

Please note that short-listed candidates will be called for written and oral tests. No transport or other assistance/reimbursement will be provided for appearing in the tests.
