

Embassy of India

Abidjan

Subject: Recruitment of Marketing Assistant and Messenger

The Embassy of India in Abidjan invites applications from suitable candidates for a position of Commercial Assistant and Messenger.

- I. Starting salary of Marketing Assistant position is FCFA 610,000/- per month gross.**
- II. Starting salary for of Messenger position is FCFA 200,000/- per month gross.**

Marketing Assistant:

The job involves activities relating to promotion of trade and investment between India and Cote d'Ivoire, work relating to market research, organization of Business events, facilitation of business and official delegations, handling trade queries, miscellaneous official work in English and French and any other duties as allocated from time to time.

Eligibility:

1. Educational qualifications: (a) Bachelor's degree (b) Degree / Diploma in Marketing/ Business Administration with relevant professional experience of 3-5 years (desirable)
2. Language proficiency: He/She should have excellent skills in English and French, both written and spoken, strong management capability and ability to prioritize and deal with multiple tasks.
3. Computer skills: MS office and IT skills.
4. He/she must be an Ivorian national or others with valid work permit for Cote d'Ivoire and should be aged at least 25 years or above.

Messenger

The job involves activities relating to: Managing of reception desk; Checks of windows, doors and building entrances to ensure they are secure; Discourages the admission of unauthorized persons to the premises; Prevents damage to property; Receive and pick up packages, documents, messages and other items and deliver them to specified recipients or location; Office cleaning; Miscellaneous official work in English and French and any other duties as allocated from time to time.

Eligibility:

1. Educational qualifications: Minimum Secondary with relevant professional experience of 2 -3 years (desirable).
2. Language proficiency: He/She should have skills in English and French, both written and spoken.
3. Computer skills: MS office
4. He/she must be an Ivorian national or others with valid work permit for Cote d'Ivoire and should be aged at least 18 years or above.

Interested candidates are invited to send their complete resume in English with copies of certificates and photograph, latest by 10th April, by email to hoc.abidjan@mea.gov.in and culture.abidjan@mea.gov.in.

Please note that short-listed candidates will be called for written test followed by interview. No transport or other assistance/reimbursement will be provided.