

**High Commission of India
(Eswatini)Mbabane**

Job Vacancy for the Post of Marketing Assistant

The High Commission of India Mbabane, invites applications from suitable candidates for the post of **Marketing Assistant**.

Starting salary for this position is E11 625 per month. The remuneration package will include 21 working days as annual leave.

Job include promotion of trade and investment between India and Eswatini through facilitation of business contracts; Market Research, Reporting, Liaison with government agencies, facilitation of networking with business companies, coordinating with business chambers; marketing; Organizing business events; conducting market surveys; arranging visits of business and officials delegations to Eswatini; preparation of bilateral trade data; handling trade queries etc. The incumbent is also supposed to perform other duties as directed from time to time.

Candidates fulfilling the following requirements are welcome to apply:

- (1) Education Qualification:** The candidate should have a minimum qualification of bachelor's degree. Candidate with Diploma/Degree in Marketing/ Commerce/ Business Administration will be given preference.
- (2) Language Proficiency :** Excellent English and siswati both written and spoken.
- (3) Computer skills :** Proficient in MS office, excel and IT/Computer administration including soft and hardware skills.
- (4) Experience:** 02-05 years experience in Marketing/ Business establishments, office work and maintenance of office records and files.
- (5) Abilities:** Good team player, inter-cultural competence, Pro-active approach. Ability to prioritize and deal with multiple tasks.
- (6) Age:** Maximum 35 years as on 01st January 2023

Last date: interested candidates are invited to send their complete resume, with copies of certificates and latest photograph by **25 September 2023 (1730hrs)**

How to Apply: Interested and eligible candidates are invited to apply not later than 25 September 2023. CV(in the prescribed format) along with one latest photo and copies of relevant/supporting documents may be sent to the following address: **(Hard or soft copy)**

Head of Chancery,
High Commission of India, Mbabane
email address; hoc.mbabane@mea.gov.in

Please note only short-listed candidates will be called for personal interview/skill test. No transport or other assistance /reimbursement will be provided for appearing in the interview/skill test.

**Application for the post of Marketing Assistant
in the High commission of India, Mbabane**

FORMAT FOR SUBMISSION OF APPLICATION (To be filled in English)

Post Applied for:	Marketing Assistant
Full name of the Candidate:	
Date of Birth:	
Gender:	
Nationality:	
Previous nationality, if any	
Passport details:	
Marital status:	
Spouse/ Family details:	
Permanent address of residence and contact details:	
Present address of communication and contact details:	
Mobile No:	
Email Address:	
Education Qualification:	
Work Experience: Name of the organization employed, period of emplacement, reasons for leaving the organization, nature of work and highlight main projects of work directly involved/handled including specific achievements, if any; work experience certificate issued by previous employers shall be attached, wherever applicable: add additional rows and columns as may be required: indicate from present employment till first employment	

without excluding any year(s) of working till date.	
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Self Declaration:

- I hereby affirm that all the above information submitted by me in this application is true and confirm to actual condition of my present and past records.
- I hereby declare that i have submitted all the details without withholding any information. If any of the information provided provided by me found to be false or withheld without disclosing the actual status , I agree to the subjected for disciplinary proceedings as considered necessary by the High commission of Indian, Mbabane leading to termination from my job and suitable legal action, if any.
- I hereby agree that mere submission of my application to High Commission of India, Mbabane for the post does not give me any right to seeking the job and evaluation of my application for competency of the applied job is solely under the discretion of High Commission of India, on which I shall have no right to contest.

Date:

Place:

(Signature of the candidate)