**JOB VACANCY – MARKETING ASSISTANT**

The Indian High Commission in Freetown invites applications from suitable candidates for the position of **Marketing Assistant** at its Chancery.

**Duties/Responsibilities:**

* Reviews daily media, legislative enactments, government policy and strategy reports, international organization reports, economy indicator data and selects items of likely interest to the Mission. Archives and records such items of interest for easy retrieval.
* Analyse bilateral trade and economic activity with India; Analyse trade and economic activity with other countries/regions;
* Compile Import/Export Trade data;
* Compile of a list of importers and exporters in Sierra Leone and create a database for responding to public enquiries received in the Mission;
* Disseminate information to the print and electronic media on government policies, programmes, initiatives and achievements;
* Manage Social Media campaigns and expand Mission’s outreach efforts
* Organising Press Conferences, Press Briefings, Press Releases etc.;
* Support the delivery of marketing and digital campaigns
* Thrust on handling social media activities and audio-visual systems;
* Handling timely correspondence and communications;
* Administrative functions; Hands-on support during major events & visits;
* Provide administrative and logistical support;
* Assist in establishing and promoting bilateral institutional linkages and exchanges; Assist with the screening of applications/students for various courses of study in India;
* Replace and provide cover in other Mission positions in the General Administration, Consular, Accounts and Information sections (interoperability);
* Any other tasks as directed from time to time.

**Computer & Soft Skills**:

* Good IT skills especially in MS Office, PowerPoint and Excel;
* Good understanding of computer hardware and software;
* In-depth knowledge and understanding of Social Media platforms, their respective participations (Facebook, Twitter, YouTube, Instagram, etc.) and how each platform can be deployed in different scenarios.
* Demonstrate creativity in Social Media tools and applications;
* Technical understanding and Service oriented;
* Analytical and structured way of working with high level of reliability and proactive approach;
* Ability to work independently and creatively on projects;
* Dedication and flexibility;
* Communicative and friendly personality with team spirit and intercultural competence.

**Qualifications & Experience**:

* Masters in International Trade / Economics / Statistics;
* Post-Graduate Degree/Diploma in Management;
* Knowledge and command of the English language;
* Well-versed with MS Office Suite;
* Experience in trade/public relations, marketing, digital communications;
* Research experience; Ability to analyse commercial and economic data; Ability to conduct research in sectors like health, pharma and other prominent sectors of interest to India;
* A good understanding of the local business practices, dispute redressal mechanisms;

**Preference would be given for applicants with:**

* Working experience in a diplomatic mission, international organization, international NGOs, multinational agencies, etc.
* Additional educational qualifications/certified professional training in economic activity;
* Demonstrated knowledge of economic/trade/commercial activities.

**How to apply**

Applications (typed/printed) in the attached format may be submitted in a sealed envelope superscribed “**Application for the post of Marketing Assistant**” to:

The Head of Chancery

High Commission of India

C/o Pearl Residence & Suites

Lumley Beach Road

Freetown

\* *Handwritten applications shall not be accepted.*

**Documents to be attached**:

1. Curriculum Vitae
2. Copies of educational and other certificates
3. At least three reference letters (university/educational institution last studied; current and previous employers; personal reference)
4. Two (2) current passport size photographs

**Age**: Below 35 years (not born before 1 Jan 1985)

Remuneration – Attractive

**Applications not meeting these criteria will not be considered.  No late applications will be accepted and only shortlisted candidates will be contacted.**

The last date for submission of application is **Friday, 5 February 2021.**

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**Application for the post of** **MARKETING ASSISTANT**

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| --- | --- | --- |
| Name | : |  |
| Date of Birth | : |  |
| Place of Birth | : |  |
| Nationality | : |  |
| Passport No. | : |  |

|  |  |  |
| --- | --- | --- |
| Government ID No. | : |  |
| NASSIT Registration No. | : |  |
| Driving License No. | : |  |
| Issuing Authority  Date of Issue  Date of Expiry | : |  |
| Mobile No. | : |  |
| Email | : |  |
| Father’s Name | : |  |
| Mother’s Name | : |  |
| Residential Address | : |  |
| Educational Qualifications  (certificates to be attached) | : |  |
| Whether worked in any diplomatic mission before? If so, details thereof | : |  |
| List professional certifications, computer skills, formal and/or online training, any other skills and abilities | : |  |
| Past Work Experience  (documentary evidence to be provided) | : |  |
| Whether you have been involved in any civil or criminal case during the past ten years | : |  |
| Whether you have been arrested/detained by the police ever | : |  |
| Countries visited in the last three years | : |  |
| Names of three references, along with their address, contact number and occupation  (should not be relatives; at least two should not be former supervisors) | : |  |

Place:

Date: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_