

Advertisement for recruitment

Applications are invited for the following 04 posts in the Embassy of India, Rabat:

1. Marketing Executive (01 Post)

Qualifications: Preferably a Commerce Post-Graduate/Degree or Diploma in IT & business management/Sound knowledge of corporate law/Sound knowledge of English, French, Arabic languages/Communication, creativity, planning, statistical data analysis skills/Knowledge of trade, business, market, commercial activities of Morocco and India.

Nature of Work: Preparation of analytical reports/Logistics for visits of Indian and Moroccan business delegations/Organising seminars/Liaising with offices of the Govt. of Morocco, etc.

2. Commercial/Marketing Assistant (01 Post)

Qualifications: Preferably a Commerce Graduate from a recognized university/Degree or Diploma in IT/Sound knowledge of English, French, Arabic languages/Statistical analysis, communication, organization & planning skills/Creativity & commercial awareness.

Nature of Work: To do market survey/To prepare reports on bilateral trade issues between Morocco and India/Liaising with offices of the Government of Morocco/Logistics for visits of Indian and Moroccan commercial delegations/Obtaining statistics on commercial matters/To assist Marketing Executive in handling commercial matters, etc.

3. Consular Clerk-cum-Typist (01 Post)

Qualifications: Graduate/Diploma or Degree in IT/Sound knowledge of English, French, Arabic languages/Experience in public dealing/Time-management skill/Ability to respond to consular queries/Handle and resolve consular issues with patience in an amiable way.

Nature of Work: Consular services including receiving & processing of applications/Preparation of reports, etc./Liaising with offices of the Govt. of Morocco, etc.

4. Cultural Clerk- cum-Typist (01 Post)

Qualifications: Graduate/IT Diploma or Degree/Knowledge of English, French, Arabic languages/Experience of organizing & participation in exhibitions, cultural, arts, films, music, press & media events/Communication skill/Ability to write on culture, arts, film topics/Good knowledge of Moroccan and Indian culture, history, cuisine, fashion, festivals, etc.

Nature of Work: To organise festivals, exhibitions, films, events on India/Do research on various facets of Indian culture/Prepare reports/Analyse statistics/Liaising with offices of the Government of Morocco and cultural organizations/Handle visits of Indian cultural delegations and make logistics work related to cultural events, etc.

Salary: As per pay scale rates prescribed by Embassy of India, Rabat.

Age criteria: 25-30 years.

Interested candidates may send applications along with Curriculum Vitae, copies of educational & technical qualifications documents at e-mail: eoirat@gmail.com latest by 24 January, 2017.