

Embassy of India

Ljubljana

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**Vacancy for the local post of Commercial/Marketing Assistant in the Embassy of India, Ljubljana**

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of Commercial/Marketing Assistant. The successful candidate will be appointed in the **Pay Scale of Euro 1410-42-2040-61-2650-80-3450 (Gross Basic Pay)**. Cost of Living Allowance (COLA) @ 18.47% of the gross basic pay will be paid additionally. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Job Description:** The successful candidate is expected to perform commercial/marketing and other official work assigned to him/her.

3. **Candidates fulfilling the following requirements are welcome to apply:**

(i) **Educational qualifications:** Minimum Bachelor degree in Marketing/Commerce/Economics/Management or related fields.

(ii) **Experience:** Experience of at least 02 years of working and dealing with marketing related portfolio/responsibilities.

(iii) **Language Proficiency:** Fluency in English and Slovenian languages (speaking, reading and writing)

(iv) **Technical Skills:** Libre/MS office and good IT skills. Ability to resource, review and manage data accurately. Understands and can apply best practice to content creation.

(v) **Personal Skills:** Effective PR skills in general and ability to establish effective interpersonal relationship within a team and with colleagues and supervisors. Intercultural competence.

4. **How to apply:**

(i) Interested candidates, who are eligible to work in Slovenia, may apply by **21 July 2024** at e-mail [inf.ljubljana@mea.gov.in](mailto:inf.ljubljana@mea.gov.in) or send their application to the following postal address:

Embassy of India  
Zelezna Cesta 16  
Ljubljana 1000

(ii) Candidates applying for the post, are requested to mention “**Application for the post of Commercial/Marketing Assistant in Embassy of India, Ljubljana**” in the subject of e-mail/top of the envelope.

(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability.

5. **Selection Procedure:** Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant’s qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

6. **Conditions of Employment (MUST BE MET):** The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the Mission:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)

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(Uma Dhyani)  
Head of Chancery  
Embassy of India, Ljubljana  
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