



भारत का राजदूतावास
Embassy of India
Tel Aviv

VACANCY / JOB OPPORTUNITY

The Embassy of India in Tel Aviv is looking for a committed and motivated individual for the full-time position of **Marketing Assistant** in the Economic & Commercial Wing of the Embassy.

Qualification and experience:

Essential qualification:

- i. Graduate/Post Graduate Degree in International Trade / Economics / Finance or Allied Sciences / Management or equivalent with experience
- ii. Sound knowledge of computer programs including ability to work seamlessly in Excel / Power Point / Word, e-mail etc.
- iii. Proficient in English and Hebrew (native level)
- iv. Below the age of 40 years

Desirable qualification:

- i. Knowledge and experience of working with Israeli Trade/Commercial bodies, business entities and trade rules
- ii. Any work experience in trade and business development matters (including with India)

Job description:

The responsibilities include active business development and facilitation between Indian and Israeli companies (B2B). Coordination between various chambers of commerce and government entities in India and Israel. Conducting marketing campaigns, strategies, communication for commercial projects, market research, export monitoring and collecting business intelligence for various types of reports (market surveys, financial reports, trade reports, etc.). Responding to trade queries / complaints from India and Israel and disseminating information on business opportunities. Organizing commercial events, conferences, and seminars for Indian and Israeli companies in search of business opportunities. Organizing and accompanying Indian business/official delegations in Israel. Any other work allotted by the Embassy.

Mental and Physical Health:

Candidate should be in a good mental and physical health. At the time of appointment, candidate would need to submit a medical fitness certificate and police clearance certificate.

Contract & Salary:

The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for full-time appointment depending upon satisfactory performance. Working days at the Embassy of India, Tel Aviv are Monday to Friday (Holidays on Saturday and Sunday). Starting gross salary would be in the range of 13000 NIS.

Interested candidates may send their applications and Curriculum Vitae in English by email to hoc.telaviv@mea.gov.in and com.telaviv@mea.gov.in. Only selected candidates will be contacted for the process of recruitment. **Last date of receipt of applications: 15th January 2023.**

APPLICATION FORM FOR THE POST OF MARKETING ASSISTANT

1. Full Name:				
2. Mobile No:				
3. Email:				
4. Current Residential Address:				
5. Gender:				
6. Age:				
7. Nationality				
8. Israel National ID:				
9. Highest Education Qualification				
10. Specialization / Additional Qualifications (if any)				
11. Proficiency in languages: Please tick appropriate box in the table below				
Language	Not Known	Basic	Intermediate	Fluent / Native
English				
Hebrew				
Any other				
12. Previous employment, if any:				
Name & Address of Employer	Nature of duties/work handled	Period		
13. Any other relevant information candidate intends to provide:				

*Please attach copies of following documents with this application:

- (i) Copy of Israeli National Identity Card
- (ii) Copy of certificate of highest educational qualification

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the Candidate