



Consulate General of India
Ho Chi Minh City

Employment Opportunity

Announcement No.: HCM/578/03/2022 dated 03rd June 2022

The Consulate General of India, Ho Chi Minh City invites applications from eligible and qualified Vietnamese nationals to fill position of Marketing Executive.

Job Profile of Marketing Executive: Primary duties include the following:

- To identify potential business partners and agents for Indian products
- To gather information on local business rules and regulations
- To assist in organizing B2B meetings, road shows, seminars etc.
- To assist Indian businessmen in arranging meetings with government officials/Chambers for promoting Indian products
- To assist Vietnamese businessmen by providing information about business opportunities in India.
- To prepare reports on local market opportunities/competitive environment/market entry strategies

Age: Applicant must be between 22 to 35 years.

Working hours: Full Time 09:00 to 17:30 (with half hour lunch break), Monday to Friday, except Consulate holidays. The Marketing Executive may also be asked to work after office hours or on weekends in order to assist with the hosting of events by the Consulate.

Salary: Basic Pay Scale 850-25-1225-37-1595-48-2075 (in USD) per month.

Benefits: Social Security, Health Insurance and Unemployment Insurance shall be paid as per guidelines of Service Company to Foreign Mission.

Leave: Admissible annual leave and sick leave with pay.

Qualification Requirements: The applicants must possess the following essential qualifications:

1. **Education:** Graduate (Bachelor's degree) from a recognized University.
2. **Language:** Fluency in both English and Vietnamese language (Speaking/Writing).
3. **IT Skills:** Proficient in using computer and office software.
4. **Desirable:** Applicant should possess the degree or diploma in commerce/economics with statistics.

Period of Employment: Upon successful completion of probation of three months, Marketing Executive/Consular Clerk shall be treated as a full employee of the Consulate.

Submit Applications: Interested Candidates may email their Curriculum Vitae (in English only) and Photograph at cg.hcm@mea.gov.in (with a carbon copy to hoc.hcm@mea.gov.in). Please note that Position title should be written in the email subject line. Closing date to apply for this announcement is June 17, 2022. Suitable candidates will be informed by email to come for a written examination and personality test.