



**HIGH COMMISSION OF INDIA**  
**NO.3, INDIRA GANDHI STREET,**  
**MONTPARNASSE HILL,**  
**ENGOMI-2413**  
**NICOSIA**  
**Tel. No.00-357-2235 1170**  
**Fax No.00-357-2235 2062**  
**Email: hoc.nicosia@mea.gov.in**

### **ADVERTISEMENT**

The **High Commission of India, Nicosia** invites applications for filling up **one post of Marketing Assistant in the Mission** from Cypriot nationals or Permanent Residents with valid appropriate visa and valid work permit. The details are as follows:-

<b>Job Title</b>	Marketing Assistant
<b>Vacancy</b>	One
<b>Salary</b>	Euro 1610-48-2330
<b>Work Profile</b>	<p>Handling of trade disputes and trade related queries from India and Cyprus.</p> <p>Preparing monthly commercial reports/annual commercial reports.</p> <p>Maintaining database of Indian and Cypriot importers &amp; exporters.</p> <p>Collect, update and analyze trade &amp; market data for monthly commercial reports/annual commercial reports and updating briefs.</p> <p>Monitor Indian investments/acquisitions/mergers in Cyprus and vice versa/trade updates.</p> <p>Activities connected with trade shows, seminars, events and promotional meetings. Liaison with Cypriot companies and Government for meetings as and when required.</p> <p>Any other duties assigned from time to time.</p>

<b>Essential Qualification</b>	<p>A University Degree or equivalent qualification in Commerce/Economics; or A University Degree or equivalent in any stream + Masters/Diploma in Business Administration;</p> <p>Thorough knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other;</p> <p>Proficiency in working with computer applications viz. MS Office, Powerpoint, Outlook etc.;</p> <p>Knowledge of International Trade Issues</p> <p>Interpretation and Translation skills to plan promotional events;</p> <p>Knowledge of Cyprus Government functioning, rules &amp; regulations and policies;</p> <p>Organizational skills to plan promotional events;</p> <p>Keenness to learn and willingness to work hard.</p>
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Short listed applicants will be called for the interview and skill test. Interested candidates may send their application and bio-data in English alongwith copy of Cyprus Work/Residence permit and educational certificates to:

**Head of Chancery**  
**High Commission of India**  
**No.3, Indira Gandhi Street,**  
**Montparnasse Hill,**  
**Engomi-2413**  
**Nicosia**  
**Tel. No.00-357-2235 1170**  
**Fax No.00-357-2235 2062**  
**Email: hoc.nicosia@mea.gov.in**

**NOTE :- Applications should reach the above mentioned address latest by 15 December 2021 by 1600 hrs.**