



भारत का प्रधान कंसुलावास,  
केप टाउन (साउथ अफ्रीका)  
Consulate General of India,  
Cape Town (South Africa)

Dated: 15<sup>th</sup> December, 2023

The Consulate General of India, Cape Town is looking for a suitable candidate with a minimum of 3 years' experience as a **Marketing Executive** and a degree (3 years) in marketing, economics, business, management and business statistics. Postgraduate diploma will carry weightage.

### Key responsibilities:

- Commercial Marketing
- Investment promotion
- Business match-making
- Trade' queries
- Trade Disputes
- Business advocacy
- Create and successfully execute strategies for outgoing email marketing and social media channels
- Publicizing and promoting diaspora engagement programmes

### Key Skills

- Good teamwork skills
- Strong communication skills in English, both written and spoken
- Adaptability
- Attention to detail
- Good organisation and planning skills
- Creativity and writing skills
- Awareness of commercial issues
- Numerical skills
- IT skills

### Role requirements:

- Experience of at least 3 years in similar profiles

**The Terraces, 8th Floor, 34 Bree Street, Cape Town 8001**

**Tel: +27 (0) 21 419 8110/8111 | Fax: +27 (0) 21 419 8112**

**Email: [admncapetown@mea.gov.in](mailto:admncapetown@mea.gov.in) / [cgooffice.capetown@mea.gov.in](mailto:cgooffice.capetown@mea.gov.in) / [events.capetown@mea.gov.in](mailto:events.capetown@mea.gov.in)**

**Web: [cgicapetown.gov.in](http://cgicapetown.gov.in)**

**Twitter: @IndiainCapeTown | FB: ConsulateGeneralOfIndiaCapeTownSA/**

- Data mining and analysis
- Computer literate with a good working knowledge of Microsoft Office suite
- Be able to manage own time effectively by setting priorities and productive time planning
- Be willing to travel locally when necessary
- Results driven

The applications could be emailed to: [admn.capetown@mea.gov.in](mailto:admn.capetown@mea.gov.in). The last date for submission of applications is **5<sup>th</sup> January, 2024**.



**(B Subba Rao)**  
**Consul & HOC**