



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

12th April, 2024

ADDENDUM

This is in continuation of the Consulate General of India, Cape Town's advertisement dated 15th December, 2023 (copy attached) requesting applications from suitable candidates for the post of 'Marketing Executive' in this Consulate. As per revised pay scales, minimum salary prescribed for this particular position is ZAR 22,800/-. All interested candidates may apply for the position of 'Marketing Executive' by 21st April, 2024. It may be noted that those candidates, who have already applied in response to the above-mentioned advertisement need not send their applications once again.

The applications could be e-mailed to:
admn.capetown@mea.gov.in

(B. Subba Rao)
Consul & Head of Chancery



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

Dated: 15th 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

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Web: cgicapetown.gov.in

Twitter: [@IndiainCapeTown](https://twitter.com/IndiainCapeTown) | FB: [ConsulateGeneralOfIndiaCapeTownSA/](https://www.facebook.com/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: admncapetown@mea.gov.in. The last date for submission of applications is **5th January, 2024**.



(B Subba Rao)
Consul & HOC