



भारत का प्रधान कौंसलावास

पोस्ट बॉक्स 3316,

केप टाउन (दक्षिण अफ्रीका) - 8000

Consulate General of India

34 Bree Street, The terraces, 8th Floor,

PO Box 3316, Cape Town- 8001

E-mail:hoc.capetown@mea.gov.in;

admn.capetown@mea.gov.in

Tel. No.: +27 214198110

Vacancy Circular No.

CAP/Admn/579/03/2025

Dated: 1st August, 2025

The Consulate General of India, Cape Town is looking for suitable candidate with a minimum 3 years' experience as a **Marketing Executive** with a degree (3 years) in marketing, economics, business, and business statistics. Postgraduate diploma will carry weightage. Initial pay for the post is R 22,800.

Basic Qualification required:

- **Resident/National: South African**
- **Minimum 3 year of experience in the relevant field**

Educational Qualification: Degree (3 years) in Commerce/Marketing/ Economics/ Business, and Business Statistics. Postgraduate diploma/Masters will carry weightage.

- **Age should be 25 to 35 years**
- **Sound Mental and Physical health**
- **Clear police record**

Key responsibilities:

- Commercial Marketing
- Investment Promotion
- Business match-making
- Trade queries
- Trade Disputes
- Business advocacy
- Create and successfully executive strategies for outgoing email marketing and social media channels.
- Publicizing and Promoting diaspora engagement programmes



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Key Skills:

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

Role requirements:

- 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

The applications could be emailed to: **admn.capetown@mea.gov.in**. The last date for submission of applications is 17th August, 2025.

