

Embassy of India, Ouagadougou

IMMEDIATE RECRUITMENT

Position: Marketing Assistant (Permanent, Full-Time)

The Embassy of India in Ouagadougou is seeking a highly motivated and skilled individual for the position of Marketing Assistant. This is a permanent, full-time position with an attractive starting salary of USD 5,460 per annum, with provisions for annual bonuses and increments. The selected candidate will have the opportunity to work in a dynamic and multicultural environment.

Key Information:

- Place of Employment: Ouagadougou, Burkina Faso.
- Starting Salary: USD 5,460 per annum (with provisions for annual bonus & Increment)

Essential Requirements:

- Must be a Burkinabé National OR possess a valid Burkinabé Resident Visa and Work Permit.
- Fluent in both the English and French languages (spoken and written) with excellent translation skills and simultaneous oral interpretation skills.
- Educational Qualification: **Bachelor's Degree (minimum)**
- Very good knowledge of Microsoft Office (Excel, Word, and PowerPoint)
- Expertise in creating electronic flyers, posters, and digital assets.
- Familiarity with social media platforms and designing content for them.
- Expertise or a background in Commercial matters.
- Ability to carry out English/French interpretation and translation

Desirable Requirements:

- Ability to interact effectively with members of the public and with government officials.
- Excellent relational and communication skills.
- Sense of responsibility and a strong work ethic.
- Ability to adapt to change and work at an intensive pace.

How to apply:

Interested candidates are invited to apply immediately by submitting their application (Cover Letter and CV) in a sealed envelope labeled: "APPLICATION FOR THE POST OF MARKETING ASSISTANT" to:

The Head of Chancery
Embassy of India,
Parcel 13, Lot 38, Sector 15 10 BP 13977,
Ouaga 2000 Ouagadougou 01, Burkina Faso

LAST DATE FOR RECEIVING APPLICATIONS: AUGUST 23, 2024 (FRIDAY)