

**Embassy of India
Washington DC**

JOB VACANCY

The Embassy of India in Washington DC invites applications for the following positions:-

(1) Post: Marketing Executive (Commerce)

Required qualifications and skill set

- A university degree or equivalent qualification preferably in Business & Marketing/commercial law;
- Knowledge of international trade issues, including Intellectual Property Rights & Antidumping & Countervailing Duties (AD/CVD) law;
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;
- Knowledge of US Government functioning, rules & regulations, and policies;
- Organizational skills to plan promotional events and B2B meetings;
- Proficiency in English language, communication skills, teamwork, computer operation - including Microsoft Word, Excel, Power Point, etc.;
- Keeness to learn and willingness to work hard.

Work Profile

- Ability to function with minimal supervision in fast paced work environment;
- Conducting product and sector specific market research and surveys;
- Prepare periodic analytical studies and reports;
- Attending seminars / conferences etc. and submitting reports;
- Monitoring of policy announcements by the US and India and analysis thereof on trade & commerce;
- Analysis of commercial data and supervision of compilation thereof;
- Arranging & handling of commercial delegations / commercial events;
- Promotion of Brand India, major initiatives of the Government, trade & investments etc.;
- Devising and presenting ideas and strategies.
- Any other work assigned from time to time.

Salary and Benefits:

- **Annual Pay: US\$ 76,320/-** (to be paid in equal monthly installments)
- **Health Insurance** [Upto US\$ 75 p.m. towards medical insurance premium];
- **Annual Leave [paid time off]** – 21 days per calendar year;

Interested candidates may send applications and resumes along with copies of documents (educational certificates/documents, passport/visa/work permit etc.) to:

attadmn.washington@mea.gov.in

or

**2107, Massachusetts Avenue, NW
Washington, DC- 20008**

Latest by Friday, 18 October 2024

(2) **Post: Junior Clerk**

Required qualifications and skill set:

- Bachelor degree from an accredited University;
- Sound knowledge of computer skills, especially MS Office;
- Proficiency in English;
- Basic knowledge of administration and accounts related work;
- Good writing, communication skills and social media skills.

Work Profile :

- Handling of various administrative and accounts related work viz. maintaining files, initiate proposals, processing of bills for settlement, preparation of salary and other vouchers etc.;
- To assist in Consular related various services viz. Passport, Visa, OCI cards etc.;
- To liaise with the local government offices/OFM with regard to various services viz. booking of public parks, issuance of diplomatic Identity cards, driving licenses, SSN, Tax exemption cards etc.;
- To assist with Embassy events and visits of delegations including protocol duties at airport as required;
- Any other work assigned from time to time.

Salary and Benefits:

- **Annual Pay: US\$ 53,880/-** (to be paid in equal monthly installments)
- **Health Insurance** [Upto US\$ 75 p.m. towards medical insurance premium];
- **Annual Leave [paid time off]** – 21 days per calendar year;

Interested candidates may send applications and resumes along with copies of documents (educational certificates/documents, passport/visa/work permit etc.) to:

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or

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Washington, DC- 20008**

Latest by Friday, 11 October 2024
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