



Consulate General of India

The Terraces, 8th floor,
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South Africa-8001
Tel: 021 419 8110,8111
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E-mail: adm.capetown@mea.gov.in

28 February, 2025

Recruitment for the post of Social Secretary cum Marketing Assistant

The Consulate General of India, Cape Town, invites applications from suitable candidates for the position of Social Secretary cum Marketing Assistant.

Responsibilities and Duties:

- To undertake various tasks such as liaising with diplomatic Missions in South Africa, Ministries/Departments of the South African Government, cultural and representational activities
- Market outreach and reports on import and export
- Market survey and business development activities
- Provide Secretarial assistance, maintain and schedule appointments
- Disseminate information to the print and electronic media on Indian Government policies, programmes, initiatives and achievements
- Accord necessary support and assistance in planning, managing and executive official events/functions in the Post
- Manage Social Media campaigns
- Organising Press Conferences, Press Briefings, Press Releases etc
- Administrative functions related to Press and Information
- Handling social media activities
- Handling timely correspondence and communications
- Any other tasks that may be assigned from time to time

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Minimum bachelor's degree.
2.	Language proficiency	Fluent in English (written and spoken)
3.	Experience	Preferably 2 years of work experience, in public dealing and social outreach is highly preferred.
4.	Soft skills	<ul style="list-style-type: none">• Demonstrate creativity in Social Media tools and applications;• Analytical and structured way of working with high level of reliability and proactive approach;



		<ul style="list-style-type: none"> • Communicative and amicable personality with team spirit; • Ability to multitask and handle workload on schedule.
5.	Computer skills	Proficient in Microsoft office-based applications and social media applications, Invitation & pamphlets design etc.
6.	Age	Preferably between 25 and 45 years, as on 01.07.2025
7.	Nationality	South African/Any other national with valid work visa/permit.
8.	Joining	01.07.2025

Last Date:

Interested candidates are invited to send their complete resume with copies of certificates and a latest photograph by 16.03.2025.

Email to: admn.capetown@mea.gov.in

Benefits:

- Annual Bonus equivalent to one month salary after confirmation;
- **Starting salary: R19760 per month (Basic Pay) + applicable allowances if any;**
- No medical aid and pension fund.

Only shortlisted candidates would be required to attend the interview at the above address.

