

**Embassy of India**  
**Dili**

**Job Vacancy**

Embassy of India in Dili invites applications for the post of Marketing Assistant

Position: 01 post of Marketing Assistant

Last date of Application Submission: 22 February 2026; 05:00 PM

Minimum Age: 21 years as on 01.02.2026

Maximum Age: 35 years as on 31.01.2026

**A. APPLICATION REQUIREMENTS:**

- Must be university graduate in Commerce/ Economics with Statistics or MBA
- Conversant in local language and working knowledge of English with good communication skills
- Knowledge of Computers specially MS Excel, and data computing is essential
- Diploma in Management and Work experience of minimum two years in export promotion houses/export related organizations/or trade bodies would be preferred

**B. CONDITIONS:**

- The selected Local Staff will work in Embassy of India
- Salary: USD 1250 per month
- Working hours: Monday to Friday 09:00-17:30, including 30-minute lunch break. Overtime and weekend work may also be requested. No overtime allowance will be remunerated for work beyond office hours
- Place of Work: Embassy of India in Dili, Timor-Leste

**C. JOB DESCRIPTION:**

- Handling trade related matters,
- Compilation of data and preparation of reports
- Responding to trade and commercial queries from both Indian and Timorese traders,
- Liaison and follow up with local authorities.
- Handling any other appropriate duties assigned by the Embassy
- Translation/Interpretation work of the official documents.
- Any other work allotted by the Embassy

**EMBASSY OF INDIA**

**DILI**

**APPLICATION FORM**

Post applied for: Marketing Assistant

1.	Name		
2.	Father's Name		
3.	Mother's Name		
4.	Date of Birth		
5.	Passport/Electoral/ Identification Card No.		
6.	Nationality		
7.	Religion		
8.	Marital status		
9.	Permanent Address		
10.	Residential Address		
11.	Mobile/Phone No.		
12.	Email		
13.	Educational qualification		
i.	Grade/Course	Year	Subjects
ii.	High School		
iii.	Bachelor's Degree		
iv.	Masters Degree		
14.	Any other qualification (s)		
i.	Grade/Course	Year	Subjects
ii.			
iii.			
15.	Computer literacy		
i.	Course	Year	Subjects

ii.				
iii.				
16.	Work Experience			
i.	Name of the post	Period	Nature of work/responsibilities	
ii.				
iii.				
iv.				
17.	Language literacy (please write YES or NO as applicable)			
i.	Name of the language	Read	Write	Speak
ii.				
iii.				
iv.				
18.	Is there any criminal case pending against you?			
19.	Any other information			

I declare that the above information provided by me is true to the best of my knowledge. I understand that, if any wrong information is provided by me, and is detected in future, my candidature/job (if selected) is liable to be canceled.

(Signature of the applicant)

Date: .....

Place: .....

*Please attach copies of the following documents along with this form:*

1. Passport
2. Electoral/Identification Card
3. Graduation Certificate
4. Computer literacy certificate
5. Job Experience certificate
6. Language Certificate (if any)

## Embassy of India Dili

### Job Vacancy

Embassy of India in Dili invites applications for the post of Receptionist and Messenger

Position: 01 post of Receptionist and 01 post of Messenger

Last date of Application Submission: 18 December 2025; 11:00 AM

Maximum Age: 35 years as on 30.11.2025

Note: Applicant needs to mention whether applying for Receptionist or Messenger.

#### **A. APPLICATION REQUIREMENTS:**

##### **1. For Receptionist:**

- High proficiency in English and Tetum (professional writing, interpretation, etc.). Working knowledge of Portuguese is required.
- Good computer skills (especially Microsoft Word, Excel Power Point etc.)
- Advanced communication skills to work in multi-cultural environment
- Experience of working in International organizations preferred.
- Residence in Dili or proximity of Dili.

##### **2. For Messenger:**

- Language: Working knowledge of English (written/spoken) and local language
- Education: High school diploma or equivalent.
- Skills: Basic computer proficiency, good communication, organizational skills, discretion, and reliability.
- Experience of working in international organizations preferred.

#### **B. CONDITIONS**

1. The selected Local Staff will work in Embassy of India.
2. Salary: According to the Embassy of India's regulations, amended from time to time
3. Working hours: Monday to Friday 09:00-17:30, including 30-minute lunch break. Overtime and weekend work may also be requested. No overtime allowance will be remunerated for work beyond office hours.
4. Expected starting date: 01 January 2025.
5. Place of Work: Embassy of India in Dili, Timor-Leste.

#### **C. JOB DESCRIPTION**

##### **1. For Receptionist**

- Receptionist duties, Office clerical desk work, including attending emails, responding, preparing letters
- Receiving and distributing information from internal and external sources via telephone, email and/or in person
- Communication with representatives of Timorese Government institutions, the Diplomatic corps and other relevant organizations
- Assisting in organizing Embassy events

- Attending public service, including processing applications for Consular, Passport and Visa services.
- Protocol duties for incoming delegations.
- Any other work assigned by the Embassy.

## **2. For Messenger**

- General cleanliness of office space and upkeep of office premises.
- Dispatch of correspondence to various offices.
- Physical maintenance of records/filing/record keeping
- Assisting in office work like photocopying, sending of fax, dispatch, etc.
- Assisting during events of the Embassy.
- Serving Tea/Coffee to guests/visitors of the Embassy.
- Any other work assigned by the Embassy.

## **D. HOW TO APPLY**

- 1) Apply through email at [admn.dili@mea.gov.in](mailto:admn.dili@mea.gov.in), along with the following documents :
  - CV in English with your recent photo attached
  - Details of past job experience (if any)
  - A copy of graduation (for receptionist)/high school diploma (for messenger) certificate of the latest academic history
  - A copy of Identification Card
  - A copy of the valid criminal record
- 2) Please note that those who do not have a valid work permit in Timor-Leste or an incomplete application will not be considered for this position
- 3) Deadline for application: Thursday, December 18, 2025
  - Only selected candidates will be invited to an interview (English). - No phone calls regarding this matter will be accepted.
  - Submitted application documents will not be returned.

## **Job Vacancy**

**Embassy of India in Dili invites applications for the post of Clerk**

**Position: 02 posts of Clerk**

**Last date of Application Submission: 12 May 2025**

### **A. APPLICATION REQUIREMENTS**

- 1) High proficiency in English and Tetum (professional writing, interpretation, etc.). Working knowledge of Portuguese is required.**
- 2) Good computer skills (especially Microsoft Word, Excel Power Point etc.)**
- 3) Advanced communication skills to work in multi-cultural environment**
- 4) Experience of working in International organisations preferred.**
- 5) Residence in Dili or proximity of Dili.**

**B. CONDITIONS** The selected Local Staff will work in Embassy of India.

- 1) Salary: According to the Embassy of India's regulations, amended from time to time**
- 2) Working hours: Monday to Friday 09:00-17:30, including 30-minute lunch break. Overtime and weekend work may also be requested.**
- 3) Expected starting date: 13 May 2025 .**
- 4) Place of Work: Embassy of India in Dili, Timor-Leste.**

### **3. JOB DESCRIPTION**

- 1) Sending and receiving messages from the local government**
- 2) Clerical work of the administrative and consular section**
- 3) Other assistant tasks for the diplomats of the Embassy.**

### **4. HOW TO APPLY**

- 1) Please send the following documents by email to [amboffice.dili@mea.gov.in](mailto:amboffice.dili@mea.gov.in)**
  - CV in English with your recent photo attached**
  - Details of past job experience (if any)**
  - A copy of graduation certificate of the latest academic history**
    - A copy of Identification Card**
    - A copy of the valid criminal record**

**2) Please note that those who do not have a valid work permit in Timor-Leste or an incomplete application will not be considered for this position**

**3) Deadline for application: Monday, May 12, 2025**

**- Only selected candidates will be invited to an interview (English). - No phone calls regarding this matter will be accepted.**

**- Submitted application documents will not be returned.**