

**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			Paste your passport size photograph here
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
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)

