

CONSULATE GENERAL OF INDIA, OSAKA-KOBE

VACANCY – LOCALLY-RECRUITED “MARKETING EXECUTIVE”

Last date of application: August 8, 2022

Position: Marketing Executive

Salary: Starting ¥ 300,000/- per month; ¥ 9,000 annual increment (3% on starting salary)

Bonus: Possible (please discuss during interview if short-listed)

Minimum Qualifications Required:

- Education: Graduate from a recognised university preferably in Marketing or Commerce subject
- Experience: Preferred in commercial/trade related work, fresh graduates may also apply
- Language: Native fluency in written and oral Japanese, and good communication skills in English
- Computer: MS Office – Word, Excel and PowerPoint
- Skills: Ability to analyse economic and business trends and to identify opportunities; liaison with Prefectural and other government offices and companies; ability to plan and organise programmes for delegations from India, business delegations etc; ability to plan events, seminars, workshops, B2B meetings etc; ability to work independently as well as a team member; office organisation skills

Duties and responsibilities:

- i) Commercial/trade/investment related activities
- ii) Facilitate and enhance the effectiveness of the visit of Indian delegations to Japan by arranging meetings with concerned officials of Prefectural Governments and City Governments as well as Chambers of Commerce, Trade Associations, Business and Industry etc.
- iii) Facilitating liaison with regional offices of Japanese government agencies such as JICA, JBIC, METI on a regular basis for promoting India – Japan economic and commercial partnership

- iv) To help in preparing presentations for various business seminars, business matching events and branding events organised from time to time
- v) Help in organizing theme-based seminars.
- vi) To communicate with universities, institutions etc. involved in economic research, management
- vii) Translate work-related documents from Japanese to English from time to time, act as consecutive interpreter for the officials of the Consulate in meetings, seminars etc.
- viii) Keep officials updated about various Trade Fairs being organised in jurisdiction of the post.
- ix) To undertake an assignment or work as required by the supervisory officer

There may be official travel with or without overnight stay within Kinki, Chugoku, Shikoku and Kyushu regions from time to time in connection with the work.

Working Hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Leave: 21 days of paid leave in a year and provision of leave on medical grounds

Nationality: No bar. However, nationals other than Japanese **must have** a valid work-permit/residence visa etc., in compliance with Japanese rules and regulations, to work in a foreign Diplomatic Missions.

Mental and Physical Health: Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

Mode of filling up the post:

Test and Interview at the Consulate

How to apply:

Interested applicants must submit the following documents:

- 1 Detailed CV/Resume with a Cover letter stating eligibility
- 1 Filled in Application Form (Link)
- 1 Passport size photograph
- 1 Self attested copy of Educations Qualifications and Work Experience

Application may be sent so as to reach the following addressee by 08.08.2022:

Head of Chancey
Consulate General of India, Osaka-Kobe
Lucid Square Semba 10F
1-9-26 Kyutaromachi, Chuo-ku, Osaka 541-0056

If sending by email, please copy to both addresses below:

hoc(dot)osakakobe(at)mea(dot)gov(dot)in
admn(dot)osakakobe(at)mea(dot)gov(dot)in

**Consulate General of India
(Osaka-Kobe)**

**PROFORMA OF APPLICATION FORM
For the position of “Marketing Assistant”**

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

| Language | Level of Proficiency (Speaking/reading/writing | Relevant Certification (if any) |
|-------------------------|---|--|
| English | | |
| Japanese | | |
| Mention others (if any) | | |

7. Academic Background:

| S. No. | Institution name | Degree/Course | Year | Achievement (s) |
|---------------|-------------------------|----------------------|-------------|------------------------|
|---------------|-------------------------|----------------------|-------------|------------------------|

8. Work Experience:

| S. No. | Organization name | Duration | Position | Key Responsibilities/ Achievements |
|---------------|------------------------------|-----------------|-----------------|---|
|---------------|------------------------------|-----------------|-----------------|---|

* Please include experience (if any) related to secretarial work.

9. Whether the current visa status allows the applicant to work in Japan or not:

YES / NO

(Applicable to non-Japanese applicants only) Place: Date: (Signature of the applicant)

Place:

Date:

(Signature of the applicant)

Consulate General of India
(Osaka-Kobe)

Upon attaining the age of 65 years, Mr. Yoshimasa Takebayashi, locally recruited Marketing Executive is being superannuated with effect of October 31, 2022. Therefore, we may start the procedure to filling-up the post by seeking applications from the prospective candidates by advertising the post in social media as well as in local job portals.

2. A draft advertisement and proforma of application form is placed below for kind approval please.

(Kehar singh)
Vice Consul(Admn)
04/07/2022

HOC

CG