

Embassy of India

Abu Dhabi

Vacancy Notice

The Embassy of India, Abu Dhabi, invites applications from eligible candidates for the posts of **Marketing Assistant** and **Marketing Assistant (APEDA)**.

Mandatory Requirements:

- **Minimum Educational Qualification:** Graduation in Trade/Commerce/Marketing and relevant fields. MBA will be preferred.
- **Experience:** At least 3 years of professional experience working within governmental or non-governmental organizations. Backgrounds in supervisory positions, client-facing roles, FMCG, or event management are strongly preferred.
- **Communication:** Applicants must possess good communication skills and working knowledge of English. Experience in client interface roles, FMCG, event management will be preferred.
- **Legal Requirements:** Applicants must hold a valid UAE resident Visa
- **Health:** Good mental and physical health, supported by a valid medical fitness certificate at the time of joining.
- **Maximum Age Limit:** 40 years as on the application deadline.
- **Character:** No criminal record; police clearance certificate required at the time of joining.
- Competence in Computers with fast typing speed.

Job Description:

- **Market Intelligence & Reporting:** Monitor local trade policies, market trends, and import tariffs to prepare regular intelligence reports for APEDA and the Department of Commerce.
- **B2B Matchmaking:** Facilitate connections and organize Buyer-Seller Meets (BSMs) between host-country food importers, retail chains, and APEDA-registered Indian exporters.
- **Regulatory Compliance Tracking:** Track local food safety standards, labeling requirements, and Sanitary and Phytosanitary (SPS) measures to ensure smooth market access for Indian commodities.
- **Event Management:** Support the end-to-end execution of national and international trade shows, summits, and buyer-seller meets. This includes pavilion design conceptualization and managing promotional collateral and liaising with stakeholders.
- **Liaison & Dispute Resolution:** Serve as the primary interface between Indian trade bodies and the host government's agricultural ministries, while assisting with trade disputes or shipment detentions.

- **Trade Promotion & Outreach:** Execute strategic campaigns to promote "Brand India" products and drive foreign buyer participation to Indian trade events.

Selection Process:

1. Shortlisting of applications based on eligibility criteria, followed by document verification.
2. Interviews for shortlisted candidates to assess suitability for the position.
3. Issuance of Offer Letter to the selected candidate.

Salary & Terms

- Salary and other benefits as per the Embassy's local staff rules and prevailing regulations. **Starting Monthly Salaries (Gross) for the posts of Marketing Assistant and Marketing Assistant (APEDA) are AED 10,210/- and AED 10,200/- respectively.**
- Applicant would be eligible for Health Insurance as per local laws of Abu Dhabi Government.
- The initial tenure of the appointment is one year, with a provision for a one-year extension subject to satisfactory performance.
- Employment will be governed by rules and regulations issued by the Government of India and local UAE laws, as applicable.

Application Process

Interested applicants must apply online and submit their applications on the link mentioned below along with his/her biodata (CV), recent color passport-size photograph, copies of educational certificates, proof of experience, residency or work permit, and any other relevant documents.

Link: <https://forms.gle/qKKZDmxGzMU6XuXS9>

Last date for receipt of applications: Wednesday, 07th October, 2026 (by 11.59 PM)

Important Notes

- Incomplete applications or those without necessary enclosures will be outrightly rejected.
- Only shortlisted candidates will be contacted for interviews.
- The Embassy reserves the right to reject applications or cancel the recruitment process at any stage without assigning any reasons
- Applications submitted by email or post **will not be accepted.**
