



**Consulate General of India  
Belfast**

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**APPLICATIONS INVITED FOR THE POST OF MARKETING ASSISTANT**

The Consulate General of India, Belfast, invites applications for the One(01) post of “**Marketing Assistant**”. The position carries an initial monthly **Gross Salary of GBP 2,976.93**, which will increase, subject to satisfactory performance, after grant of future annual increment of 3% of the last drawn salary, on 1 July each year or upon the successful completion of one year of active service, whichever is later.

***Minimum Qualifications and Skill Set***

- Graduate degree from a recognized educational institution preferably having a degree or diploma in Commerce/Economics/Business & Marketing/Commercial Law.
- Knowledge of international trade issues including Intellectual Property Rights.
- Proficiency in computer applications, particularly MS Office/Libre Office Suite.
- Adequate experience in inter disciplinary analysis of trade and commerce vis-à-vis international political developments.
- Knowledge of UK government functioning, rules, regulations, and policies.
- Manage social media campaigns and expand Consulate outreach efforts.
- Organising press conferences, press briefings, press releases etc.
- Administrative functions related to Press & Information wing.
- Organisational skills to plan promotional events.
- Candidate should possess good communication skills in English.
- Minimum of two (2) years’ experience in a similar position is desirable.
- Ability to multi task, work under pressure and handle even increased workload on schedule.
- Ability to work in a team with analytical and structured way of working with high level of reliability and proactive approach.
- Liaison with UK Dept. for Business & Trade and Chamber of Commerce and other Trade organisations in Belfast.
- Protocol duties with visiting delegations.
- Any other work required to be executed for the Consulate from time to time.
- Mandatory for non-UK nationals: A valid UK work permit/visa appropriate to the duration of employment.

***Application Procedure***

Interested applicants are requested to submit their applications with scanned copies of the following documents **by email** to **[inf.belfast@mea.gov.in](mailto:inf.belfast@mea.gov.in)** no later than **30 June 2026**:

- Resume/Curriculum Vitae
- Educational certificates
- Passport
- Valid visa or work permit
- Passport-sized photograph
- Work experience certificates
- Any other supporting documents relevant to the application

Only shortlisted candidates will be contacted for an interview. The **Consulate General of India, Belfast** reserves the right to accept or reject any application without assigning any reason whatsoever.

**Place:** Belfast

**Date:** 12 June 2026