EMBASSY OF INDIA
MADRID

No. MAD/579/01/2024

RECRUITMENT NOTICE FOR THE POST OF COMMERCIAL OFFICER

The Embassy of India, Madrid, invites applications from suitable candidates for a full-time position of Commercial Officer. The starting monthly salary is € 2681/-. The remuneration package includes 30 working days of annual leave, 21 days of medical leave as well as mandatory social insurance benefits and two bonuses.

2. Candidates with the following requirements may apply:

1	Education Qualifications	-Bachelor's degree preferably in a commercial stream (Economics/Finance/Commerce/Business Administration/International Relations) or equivalent vocational training and work experience.
2	Language proficiency	-Professional proficiency in Spanish and English (C1-C2 level).
3	Residential status	-The candidate must have Spanish citizenship / local work permit / resident visa, in compliance with local laws to work in Foreign Diplomatic Missions in Spain.
4	Computer skills	-Excellent proficiency in using programmes in the MS Office suite and general IT skills.
5	Experience	-Min. 1 year of relevant economic and/or commercial working experience, preferably in Government and/or International organization; -Experience in domestic and international policy issues, economy, trade, energy, infrastructure and investments etc.
6	Abilities	-Excellent communication and interpersonal skills. -Familiarity with website and social media managements techniques. -Experience in event management and understanding of the activities involved in the entire life cycle of an event. -Multi-tasking, creative, innovative, organised and result-oriented team player.

3. Last Date: Interested candidates are invited to send their application, with copies of certificates and an updated CV with the latest photograph, by **30th November, 2024**.

Email to: hoc.madrid@mea.gov.in

By Post: Head of Chancery,
Embassy of India
Avenida Pio XII, 30-32
Madrid 28016

4. Applications received after 30th November, 2024 or without requisite documents will not be considered. Short-listed candidates will be required to take a written test and/or interview.

5. No transport or other assistance/reimbursement will be provided for appearing in the tests. The selected candidate will be requested to join immediately.

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