



Посольство Индии
Астана, Казахстан
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Embassy of India
Astana, Kazakhstan
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No.Ast/Admn/579/6/2024

02nd September 2025

Applications are invited for the post of Marketing Assistant in the Embassy of India, Astana which will be vacant w.e.f. 29.09.2025. Following are the details regarding the vacancy.

Terms of Employment:

- Full time permanent position (upon completion of probation)
- Salary : starting at US\$ 1200/-.
- Annual Bonus (one month's salary) on completion of one year of service
- 21 days' Annual leave on completion of one year of service

Qualifications:

- University Degree or equivalent Diploma (preferred specialization in Marketing/Business Administration)
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English, Russian and Kazakh language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience(3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

Age : Between 21-35 years

Areas of Responsibilities :

- Liaising with local trade organisations, associations and government ministries for events related to Trade Promotion, Tourism, Business Conferences, etc.
- Preparation of Reports on commercial events of the Embassy.
- Collecting and analysing statistical information related to bilateral trade between India and Kazakhstan.
- Replying to trade and commercial inquiries from both Indian and Kazakh traders.
- Translation/Interpretation work of the official documents.
- Assisting official delegations during their visit to Astana.
- Handling any other appropriate duties assigned by the Embassy.

Application Deadline: CV alongwith covering letter in English must reach the Embassy by **16th September 2025**.

CVs may be sent to the following address by mail or e-mail :-

**Administration Division,
Embassy of India
10th Floor, 62 A, Kosmonavtov, Astana, Kazakhstan
Email: admn.astana@mea.gov.in**