



VACANCY ADVERTISEMENT

POSITION OF MARKETING EXECUTIVE
Representative Office of India, Ramallah

Job Position – Full Time Marketing Executive: Immediate

Job Description

- Manage social media accounts and expand outreach efforts.
- Design digital content including graphics, brochures, banners, and promotional material.
- Plan and execute digital campaigns, analytics and reporting.
- Assist in organizing commercial, cultural, and public diplomacy events, exhibitions, and outreach programmes.
- Act as a liaison between Indian and Palestinian business entities and promote India's commercial footprint.
- Draft press releases, briefs, summaries and reports.
- Liaise with media offices, business associations, chambers and stakeholders.
- Provide administrative support, documentation, correspondence and event coordination.
- Any other task assigned by the Representative Office.

Essential Qualifications:

- **Qualifications:** Bachelor's Degree in any field (*preference for Marketing, Business, Communications, Media Studies, or Graphic Design*).
- **Experience:** 2–3 years experience in social media management, graphic design, digital content creation, marketing or administrative work.
- **Language Skills:** Strong proficiency in English and Arabic (spoken and written). Ability to translate and interpret between English and Arabic.
- **Digital Skills:** Strong IT skills (MS Office, email, analytics tools, online research). Proficiency in graphic design tools. Knowledge of video-editing tools is desirable. Good understanding of social media platforms.
- **Local Laws:** Applicants must have requisite permission to work in Palestine as per local laws.

Soft Skills

- Photography and videography skills.
- Creative mindset and ability to conceptualize communication designs.
- Familiarity with India–Palestine relations.
- Strong interpersonal and organizational skills.
- Ability to multitask and work under pressure.

Location: Representative Office of India, 5th Floor, Wall Street Building
Jabra Ankar Street, Ramallah, Palestine

Terms of Employment

- **Full-time local staff position**
- **Salary: USD 2500 per month**, with **annual increments**
- Benefits include:
 - Medical insurance
 - Paid annual leave
 - Other local-service perks as per regulations

Interested candidates may apply to repoff.ramallah@mea.gov.in with cc to hoc.ramallah@mea.gov.in; or by **mail to the **Representative Office**, with:**

- Curriculum Vitae (CV)
- Cover Letter
- Copies of educational certificates, work experience, and portfolio samples

Application Deadline: **15 December 2025**

Expected date of joining: **01 January 2026**

Only shortlisted candidates will be contacted.
