

Embassy of India
Manila

Embassy of India, Manila invites applications from Filipino nationals or candidates having local work-permit/resident visa, for One Post of Marketing Executive in its Economic and Commercial Wing.

2. The required qualifications for the post are given below:

Marketing Executive – 01 Post

Essential : Bachelors degree or diploma in Commerce / Economics with Statistics from a Recognized University; Fluency in English and Filipino language; and Excellent oral and written communication skills.

Desirable : Masters degree or Diploma in Management. Two years work experience in similar capacity in export promotion; export related organization or trade bodies.

Age : Between 20 – 35 years as on 01 January 2026.

Health : Candidate should be in good mental and physical health.

Skills : Excellent computer skills with proficiency in MS Office/LibreOffice; Use of Canva and other software to create presentations and editing of photos/videos; Possess data analysis skills; Good office management skills; Strong analytical and report-writing skills; Ability to organize events; Coordination with Departments/Agencies in the National/Provincial Government and City administration, local business chambers, media, industry associations/groups, hotels etc. in Manila and other provinces.

Pay : The selected candidate will be placed in a pay scale of PHP 43,840 – 1,320 - 63,640 – 1,910 – 82,740 – 2,480 – 107,540. Currently a Cost of Living Allowance of 47.32% of Basic Pay is paid over and above the Basic Pay, equating to a starting monthly salary of **PHP 64,225-**. In addition, an annual bonus of one month (Basic Pay) is payable on pro-rata basis.

Nature of Job: Preparation of economic and Commercial reports and Commercial Newsletter; Prepare briefs/analytical reports on various sectors of the economy, business and industry; Follow developments in trade, investment and economic spheres including changes in policies, laws, rules and regulations; Data collection, compilation, analysis and presentation for policy and promotional purposes; Assist in planning and organization of events, exhibitions, trade promotion and commercial outreach activities; Facilitate visits of official and business delegations; Participation in trade fairs/conferences/exhibitions; Liaise with local Government/Chambers/Business and Industry; Setup meetings and prepare minutes/record of discussions; Respond to trade queries and upload data on Trade Connect e-Platform; Maintain physical and electronic records; and, any other tasks assigned by the Embassy.

3. Interested candidates are requested to email their bio-data along with a copy of relevant documents, i.e., photo, proof of identity, degree(s)/diploma(s), experience certificate (as available) etc., to Email ID: hoc.manila@mea.gov.in, with email subject as : **'Application for the post of Marketing Executive** on or before 21 May, 2026.

21 April 2026
