



**Embassy of India,
Sao Tome**

Applications are invited from suitably qualified and experienced candidates for the position of:

MARKETING ASSISTANT CUM INTERPRETER

Starting Salary: US\$ 1,000 per month

Key Requirements & responsibilities:

- Relevant university degree and experience in marketing, interpretation / translation, trade promotion or related field.
- Fluency in English and Portuguese.
- Good communication, organisational and computer skills.
- Assist with trade, investment and tourism promotion, market research, reports, seminars, translation / interpretation and promotional activities.
- Support Embassy outreach with businesses and relevant stakeholders.
- Demonstrate professionalism, integrity, adaptability and initiative.
- Perform any other duties as assigned.

Age: Below 35 years as of 31 August 2026.

Applications: Submit **CV, supporting documents and references (with English Translation)** by **25 September 2026**, by post, hand or email to: Mr Subhash Bist, Attache (Admin), Embassy of India, Sao Tome, Plot 41-B, 159 HF, Campo de Milho District Agua Grande.

E-mail: admn.saotome@mea.gov.in

Only short listed candidates will be contacted for written test and interview.