

VACANCY ANNOUNCEMENT

The Embassy of Greece in Tehran is seeking suitable candidates for the following position:

GUARDIAN/CONCIERGE

A. REQUIREMENTS:

Essential

- Fluency in Farsi and good knowledge of Greek
- Local knowledge of Tehran
- Organisational skills
- Interpersonal and time management skills

Desirable

- Previous experience and written recommendations
- Valid driving license

B. ELIGIBILITY:

- Iranian citizen or holder of a valid working visa in the IRI
- Age between 21 and 60 years old

C. DUTIES:

- Reception of the public
- Living in the Embassy and/or the Residence premises from Sunday to Thursday
- Support to the Embassy's Consular section
- Working beyond working days in cases of emergencies and exceptional working load, with due diligence, following the instructions of the Head of Mission and safeguarding all classified procedures in the operation of the Embassy

D. SALARY and BENEFITS:

- A fixed monthly salary of 450 Euros with a deduction of "social cohesion contribution" by virtue of Greek legislation, bringing the net amount to around 435 Euros.
- Full social security coverage (30% to the fixed monthly salary) will be additionally paid by the Embassy.
- The fixed monthly salary includes all benefits and/or allowances and the incumbent of the position will agree that, upon termination of her/his contract, she/he is not entitled to any kind of compensation, reimbursement, indemnity or pension by the Hellenic Republic.

E. DURATION OF CONTRACT:

Two years and any renewability is subject to the performance of the incumbent and the availability of the appropriate funding by the Hellenic Ministry of Foreign Affairs. Both conditions have to apply in order to authorise the Head of Mission to renew the contract. The Embassy reserves the right to modify the terms of the contract when it will be renewed.

F. SUBMISSION and INTERVIEW:

- Place of submission : Embassy premises in closed envelope with the simple indication “APPLICATION FOR THE POSITION OF GUARDIAN/CONCIERGE”
 - Candidates have to submit in the above-mentioned envelope 3 copies of (a) a motivation letter (b) a detailed CV including a recent coloured passport-sized photograph and (c) photocopies of any relevant document, testimonial or certificate related to the above-mentioned eligibility and requirements criteria. Originals should be available at the time of the interview. Any document should be translated in English. Documents in Greek do not need translation. The mobile and the email of the applicant should be clearly mentioned in the motivation letter and the CV.
 - After a preliminary selection, the Embassy will send emails ONLY to the short-listed candidates. The short-listed applicants will be invited for an interview at the premises of the Embassy. The interview will be conducted by a three-members Committee. Short-listed applicants have to present ALL originals of their relevant documents, testimonials or certificates related to the above-mentioned eligibility and requirements criteria.
 - The three-members Committee will prioritise the short-listed applicants and will submit the prioritised list to the Hellenic Ministry of Foreign Affairs which will take the final decision and provide for the administrative preparation of the contract. For this reason, any email or telephone call by the applicants will not be replied until the Hellenic Ministry takes the final decision.
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- DEADLINE FOR SUBMISSION: **Wednesday 25 APRIL 2018**
 - SHORT LISTED CANDIDATES WILL BE INFORMED BY EMAIL ONLY ON: **Thursday 3 May 2018**
 - INTERVIEWS WILL TAKE PLACE ON: **Tuesday 8 May 2018**