

INVITATION TO EXPRESS INTEREST FOR THE POST OF PRIVATE SECRETARY AT THE EMBASSY OF THE HELLENIC REPUBLIC IN BAGHDAD.

The Embassy of the Hellenic Republic in Baghdad announces its intention to hire a private secretary for a maximum of a 2 year period.

MAIN PURPOSE OF JOB

The purpose of this job is to assist the Ambassador to his work, as efficiently as possible, providing an essential link between him, the rest of the Embassy Staff, as well as key persons across the Iraqi Administration and Society.

ROLES AND RESPONSIBILITIES

Lead responsibility for organizing and keeping track of the Ambassador's daily/weekly/monthly schedule, including:

- Filtering and prioritizing demands on the Ambassador's time, keeping abreast of key issues, flagging up action emails/papers for his attention and ensuring important and urgent work is done or, in the case of professional obligations, delegated elsewhere as appropriate.
- Commissioning papers/briefings for meetings of the members of the Embassy and ensuring they are received from them in good time.
- Forwarding to the Ambassador his correspondence and telephone calls/messages, particularly during his absences.
- Drafting and sending correspondence on behalf of the Embassy, the Ambassador and the other members of the Embassy.
- Forward planning of the Ambassador's calendar, in close collaboration with the other members/local staff of the Embassy, including regional travel.
- General administrative support including some typing from dictation.
- Assisting the Consular Office, when other members of the local staff are absent.

Essential qualifications and experience

The applicant must be:

- Older than 21 and less than 60 years old.
- A fluent English speaker, both orally and in writing. Some knowledge of Kurdish would also be useful.
- Able to escort the Ambassador or other members of the Embassy to official meetings and serve as an interpreter from English to Arabic and vice versa.
- Help the Ambassador and the other members of the Embassy to communicate with the local staff.
- Adaptable, flexible and able to work under pressure, including as part of the Embassy's crisis response arrangements.
- Able to manage, motivate and work proactively within a small team and understand problems from a team perspective.
- Able to prioritize urgent work while ensuring that routine tasks are not overlooked.
- Able to analyze problems rapidly and work on his/her own initiative.
- Able to produce pragmatic, workable solutions within deadlines.
- Able to put forward ideas for change, if needed, and implement them.
- Prior relevant professional experience.
- Have good knowledge of the Iraqi Administration / Government system.
- Possess well developed social, interpersonal and management skills.
- Possess a high level of IT skills, particularly in MS Outlook, Word, Excel and Access.
- General administrative support.

Desirable qualifications and experience

Polite and calm character

Good social education and behavior

Willing to cooperate in a polite, efficient and smooth way with all the members of the Embassy, both Greek and local.

Required competencies

Changing and Improving, Making Effective Decisions, Leading and Communicating, Collaborating and Partnering, Delivering at Pace, Engaging Internationally

Application deadline

15 October 2016

Type of Position

Full-time, for a maximum of a 2-year period

Working hours per week

35 (09:00 to 16:00, without lunch break)

Monthly salary (EUR)

900 gross

Start Date

15 January 2017

Other conditions of employment

All appointments are subject to professional background check and satisfactory security clearance. The successful applicant will be required to

provide a copy of his/her passport or national identity card for all nationalities held, an up-to-date criminal record for recent countries of residence two written proofs of address (utility invoices and/or bank statements) and two references.

Staff recruited locally by the Embassy of the Hellenic Republic to Iraq are subject to Terms and Conditions of Service according to local Iraqi Labor Law No 37 of 2015, which entered into force on 7 February 2016 and the Ministry of Foreign Affairs of the Hellenic Republic guidance for Local Staff. The post we offer is not an entry point into the Hellenic Republic's Public Service.

Additional information

Your application will only be considered if you follow the guidance below:

- Do not attach a photograph of yourself to the application.
- Your application must be sent in English only.
- Your CV must be detailed and clearly indicate all nationalities you hold.

Only applications submitted until deadline day at 11:55 pm will be accepted.

The interested parties are requested to submit a letter of interest and their CV to the email address: gremb.bag@mfa.gr. For any additional information or clarifications, please contact the Embassy at the following number: 07903642046, daily from 10-00 to 14-00.