



ΓΕΝΙΚΟ ΠΡΟΞΕΝΕΙΟ
ΙΕΡΟΣΟΛΥΜΩΝ



Ref.: 050/747/05-10-2026

ANNOUNCEMENT

TEMPORARY ADMINISTRATIVE ASSISTANT POSITION VACANCY

Within the framework of the project
“Program for Greece-Financial Support Instrument for Border Management 2021-2027”

“Supporting Missions Abroad with ‘field workers’”

The Consulate General of Greece in Jerusalem
announces the vacancy of a
Temporary, full-time, administrative assistant position at the VISA Section,
for a period of **8 months**, starting January 2027.

REQUIREMENTS:

1. Permanent residency or permit to enter Jerusalem.
2. University degree/post-secondary education degree, or student status of a higher education institution.
3. Fluency in Arabic and English.
4. Knowledge of Microsoft Office programs (Word, Excel etc.).
5. Knowledge of Greek and/or Hebrew would be considered an advantage.
6. Applicants must be between 21 and 60 years of age.
7. Ability to communicate efficiently and to work in an international environment.
8. Previous relevant experience is preferred.
9. High degree of confidentiality, team spirit, ability to take initiative, adaptability, and communication skills are essential qualifications.

Applications with attached Curriculum Vitae and copies of Degree can be sent by
email to: grgencon.jer@mfa.gr until **Tuesday, OCTOBER 20, 2026**



Με τη συγχρηματοδότηση
της Ευρωπαϊκής Ένωσης



TAMEY 
ΑΣΦΑΛΕΙΑ ΓΙΑ ΟΛΟΥΣ | 2021-2027