



ΓΕΝΙΚΟ ΠΡΟΞΕΝΕΙΟ
ΙΕΡΟΣΟΛΥΜΩΝ



ΑΠ: 050/701/ 21/10/2024

ANNOUNCEMENT

TEMPORARY ADMINISTRATIVE ASSISTANT POSITION VACANCY

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

“supporting the Missions Abroad with ‘field workers’ ”

The Consulate General of Greece in Jerusalem
announces the vacancy of a

**Temporary, full time, administration assistance position to the section of
VISAS, for a period of 8 months, starting January 2025.**

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 languages.
4. Knowledge of Microsoft Office programs (Word, Excel etc).
5. Knowledge of Greek or/and Hebrew Language would be considered as advantage.
6. Age limit between 21 years to 60 years old.
7. Ability to communicate efficiently and to work in an international Environment.
8. Previous experience preferable.
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 diplomas can be sent until

Monday, 4 November 2024

by email (grgencon.jer@mfa.gr)



Με τη συγχρηματοδότηση
της Ευρωπαϊκής Ένωσης



TAMEY
ΑΣΦΑΛΕΙΑ ΓΙΑ ΟΛΟΥΣ | 2021-2027