



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ
Hellenic Republic
Ministry of Foreign Affairs

JOB VACANCY NOTICE

The Consulate General of Greece in Jerusalem is announcing a job vacancy for the full-time position of **Secretary/PA**, for a two-year contract and monthly income of 2.400,00 Euros.

Requirements – Supporting Documents:

- Permanent residents of Jerusalem, with either Greek or other citizenship.
- The candidate should be at least 21 years' old.
- Greek citizens must have fulfilled their military obligations or have an exemption from military service.
- English, Hebrew and Arab as working languages.
- Knowledge of Greek Language will be considered as asset.
- Any previous relevant work experience in a relevant position will be taken into consideration.
- Proof of Criminal Record.

Applicants must submit by email to grgencon.jer@mfa.gr to the Consulate General of Greece in Jerusalem,

(1) their application letter,

(2) a brief CV,

(3) a copy of their passport/ID Card, as well as

(4) a signed declaration stating that he or she will submit the relevant supporting documents, should they be requested.

The deadline for applications is 23 May 2025.