EMBASSY OF GREECE

VACANCY ANNOUNCEMENT

The Embassy of Greece in Amman announces a vacancy for **one (1) full-time Messenger (Office Attendant)**, under a fixed-term, two-year private-law employment contract, as detailed below:

Eligibility Requirements and Supporting Documents

- Applicants must be permanent residents of the Hashemite Kingdom of Jordan and may be either Greek or Jordanian nationals. Other nationalities may be considered, provided they have valid residence and work permits in Jordan.
- Greek nationals must have completed their compulsory military service or have been permanently exempted from it.
- Applicants must be at least 23 years of age
- The maximum age limit is 60 years.
- a high school diploma or an equivalent secondary education diploma
- Excellent command of both Arabic and English, written and spoken
- A good command of Greek will be considered an additional qualification.
- Excellent computer skills
- Relevant professional experience and previous employment in a similar position are considered as a significant advantage

Social Security and Insurance

Greek nationals appointed to the position may be covered by the Greek social security system. The social security arrangements applicable to Jordanian nationals shall be subject to the local social security legislation.

The employer's social security contributions shall be borne by the Greek State.

Application Procedure

Interested candidates are requested to submit the following:

- A letter expressing their interest in the position.
- An updated Curriculum Vitae (CV).
- A signed declaration undertaking to provide all required supporting documents upon request
- A copy of the applicant's criminal record certificate is required.

Applications, including all supporting documentation that, according to them, supports their qualifications/suitability for the position, must be submitted by Tuesday, 8 December 2026, by 17:00, as follows:

By email (subject: "Vacancy for the position of Messenger/Office Attendant") to the address: gremb.amn@mfa.gr – applicants should submit their application in a single email.

Applicants who meet the formal qualifications and are pre-selected will be invited for an interview. Language proficiency and computer skills will be assessed based on submitted certificates and during an interview or practical test (written or oral).

The deadline for submission of applications is [Tuesday, 8 December 2026].

Amman, 24 November 2026

