



Greek Embassy in Kiev

ΕΥΡΩΠΑΪΚΟ ΤΑΜΕΙΟ ΕΣΩΤΕΡΙΚΗΣ  
ΑΣΦΑΛΕΙΑΣ (ΕΤΕΑ)

ΤΟΜΕΑΣ ΣΥΝΟΡΑ  
ΚΑΙ ΘΕΩΡΗΣΕΙΣ

ΕΘΝΙΚΟ ΠΡΟΓΡΑΜΜΑ ΤΟΥ  
ΕΤΕΑ 2014-2020



Με τη συγχρηματοδότηση της Ελλάδας και  
της Ευρωπαϊκής Ένωσης

## **VACANCY NOTICE**

Published: April 13, 2016

Deadline: April 25, 2016

### **GREEK EMBASSY IN KYIV**

### **CALL FOR EXPRESSION OF INTEREST**

Pursuant to Law 4369/2016 of the Hellenic Republic, the Embassy of Greece in Kiev wishes to inform interested candidates of four (4) vacant posts at the Visa Section of the Consular Office of the Greek Embassy. The applicants who will be selected will be hired on a contract basis, for a short term period of 8 months, in order to cover temporary needs of the Embassy.

#### **1. GENERAL QUALIFICATIONS REQUIRED**

Applicants must:

- be permanent residents or reside in the geographical area that falls within the jurisdiction of the Consular Office of this Embassy,
- have completed University studies, or any post-secondary education. This must be attested by a relevant diploma,
- be fluent in the local & English and/or French languages,
- have an excellent knowledge of PC office software
- be at least 21 years old and under 60.

#### **2. ADVANTAGEOUS QUALIFICATIONS**

- Fluency in Greek language (oral and written)
- Knowledge of other EU language(s)

#### **3. DURATION OF THE CONTRACT**

Eight (8) months

#### **4. OTHER CONDITIONS**

Persons convicted of felony and/or sentenced for theft, embezzlement, fraud, extortion, forgery, dishonesty, corruption and any crime against sexual freedom or a crime of economic exploitation of sexual life in their criminal record will not be recruited.

Those recruited should provide the Embassy with an official statement that they have never been convicted of the above crimes. If the statement turns out to be false or inaccurate, the contract will be automatically considered null and void.

## **5. APPLICATION PROCEDURE**

Applicants interested in applying are invited to submit the below documents no later than 25<sup>th</sup> April 2016:

- a) an application (see below for application form)
- b) a Curriculum Vitae (CV) and any other information or supporting documentation proving the qualifications, work experience, knowledge and eligibility.

Applications must be forwarded to the following address: 10, Dobrovolchykh Batalioniv Str. (former Panfilovtsev), Kyiv 01901 Ukraine, no later than 25 April 2016, the postmark being taken as proof. The present notice will be uploaded on the website of the Embassy: <http://www.mfa.gr/missionsabroad/en/ukraine.html>

Applications will be considered only if fully and duly completed (see below for application form). All data declared will be considered in principle true and accurate. Applicants who will be selected should provide the necessary documents, according to the terms of this vacancy notice.

Each candidate can submit only one application. The submission of more than one application per applicant automatically entails their annulment and the candidate will be disqualified.

## **6. SELECTION PROCEDURE**

The evaluation of procedure will be conducted on the basis of:

- an interview and an assessment of the qualifications of each candidate, as described in their CV and the submitted supporting documents.
- the language proficiency and PC knowledge will be assessed based on the submitted certificates or upon oral interview and/or practical test, written or oral.