



EMBASSY OF GREECE  
ANKARA

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## JOB ANNOUNCEMENT

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The Embassy of Greece in Ankara announces one (1) full-time job position of **Secretary - Translator at the Public Diplomacy Office**, for a two-year period with the possibility of renewal (fixed-time contract).

### **Job Description (Main Duties)**

Assume translation tasks, including mainly translation and/or summary of texts and audio-visual documents to and from Turkish and Greek. Monitoring of Turkish mass media.

### **Requirements and Qualifications of the applicants:**

- Turkish citizenship and/or permanent residence in Turkey or residence permit in Turkey
- University degree in Translation / or Journalism/ or Political Sciences/ or International and European Studies/ or International Relations
- Minimum age of 21 years completed and maximum age of 60 years.
- Excellent knowledge of Turkish and very good knowledge of Greek or English
- Excellent computer skills (MS Word, Internet, Outlook, social media applications etc.)
- Relevant professional experience would be an additional asset
- Ability to work as a part of a team, with a high sense of responsibility, adaptability and initiative
- Strong sense of confidentiality
- Clean criminal record

### **Conditions of employment**

- Two-year contract
- Full time regular working hours (Mon-Fri, 09:00-17:00)
- Frequent need for work at irregular hours, including weekends

### **Application Process**

- Interested applicants must send their applications in English or Greek, complete with a CV, a motivation letter and other supporting documentation (i.e. reference letters etc.) to the email:[gremb.ank@mfa.gr](mailto:gremb.ank@mfa.gr), c/o Staff Recruitment Section, by **10 December 2025**, close of business.
- The Embassy will make a pre-selection on the basis of the submitted CVs and will shortlist the candidates to be interviewed in the context of the final selection process.
- Only the shortlisted candidates will be notified by **11 December 2025**

Ankara, 01 December 2025