



JOB ANNOUNCEMENT

LOCAL STAFF – VISA FIELD WORKERS

The Consulate General of Greece in Istanbul, in the context the Action “Support with field workers to Consular Authorities in third countries” of the Greece Program- Financial Support for Border Management and Visa Policy of the Integrated Border Management Fund 2021-2027, **seeks to recruit eight (8) field workers as local staff for its Visa Department on an eight (8) month contract for 2026-2027 as follows:**

Job Description

- Assist consulate personnel with the examination and processing of visa application documents.
- Oversee daily deliveries of passports and visa applications from the external service provider.
- Maintain established standard operating procedures for receiving and returning passports.
- Print and affix visa stickers onto passports securely and accurately.
- Manage physical and digital consulate archives.
- Facilitate public communication and translation between Greek and Turkish.
- Maintain professional, polite communication with the public in Turkish, Greek, and English or French as required.
- Draft and manage email correspondence in Turkish, English, or French

Requirements and Qualifications

- Residency: Applicants must have permanent residency or reside within the consular jurisdiction of the Consulate General of Greece in Istanbul.
- Education: Hold a university degree/diploma or be a current undergraduate university student.
- Language Proficiency:
 - Native or highly proficient written and spoken command of Turkish.
 - Proficiency in Greek is considered a significant asset.
 - Good working knowledge of written and spoken English or French.
- Technical Skills: Proficient computer literacy, including Microsoft Word, Excel, Outlook, and web-based applications.
- Experience: Previous professional experience in a relevant administrative or consular field is strongly preferred.
- Soft Skills: High sense of confidentiality, strong teamwork abilities, high responsibility, adaptability, initiative, and excellent interpersonal communication skills.
- Compliance: Clean criminal record.
- Age: Applicants must be between 21 and 60 years of age.





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Interested candidates must send their application, their CV and supporting documents in English to the e-mail: grgencon.kon@mfa.gr by **Friday, October 9th, 2025, 17.00 (closing date and time for application)**.



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