
 <b>MINISTRY OF FOREIGN AFFAIRS OF THE HELLENIC REPUBLIC</b>	<p>EUROPEAN INTERNAL SECURITY FUND (EISF) BORDERS AND VISAS SECTOR</p> <p>NATIONAL PROGRAM OF EISF 2014-2020</p>	 <p>Co-financed by the Hellenic Republic and the European Union</p> <p>Ref.:1271/29 July 29<sup>th</sup>, 2019</p>
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Consulate General of Greece in Istanbul

## **ANNOUNCEMENT**

### **Notice of vacancies**

The Consulate General of Greece in Istanbul, in the context of the Action "Support with field workers to Consular Authorities in third countries" of the National Program of the European Internal Security Fund 2014-2020/ Borders and Visas Sector, **seeks to recruit one (1) field worker as local staff for its Visa Department on an eight (8)- month contract for 2019-2020** as follows:

#### **Job Description**

- Assist Consulate's personnel in the process of visa application documents examination.
- Oversee the daily delivery of passports and visa applications from the External Service Providers.
- Maintain established procedures for receiving and returning passports.
- Being able to print and affix visa stickers on passports.
- Facilitate the communication with the public, by translating from Greek into Turkish and from Turkish into Greek.
- Communicate with the public in a polite way in Turkish, Greek and English or French if necessary.
- Being able to reply to e-mails in Turkish and English or French.

#### **Requirements and Qualifications**

- Applicants must have their permanent residence or must reside in the area of the Consular Jurisdiction of the Consulate General of Greece in Istanbul.
- Hold a University degree/diploma or currently having the status of undergraduate university student.
- Proficient knowledge of Turkish, both writing and speaking, preferably in the level of native speaker.
- Good knowledge of English or French, both writing and speaking.
- Sufficient computer skills (knowledge of MS Word, MS Excel, Internet, Outlook etc).
- Proficient knowledge of the Greek language will be an additional asset.
- Previous work experience in relevant fields is of high importance.
- Good communication skills.
- Ability to work as part of a team, with high sense of responsibility, adaptability and initiative
- Strong sense of confidentiality.
- Applicants should be between the ages of 21 and 60.
- Clean criminal record.

Interested candidates must send their application, their CV and supporting documents in English to the e-mail: [grgencon.kon@mfa.gr](mailto:grgencon.kon@mfa.gr) (for the attention of Mr. Christos Charopoulos or Evangelia Partheni) **by Friday, August 9th, 2019, 16.00** (closing date and time for application).

The Consulate General will make a pre-selection on the basis of the CVs and will shortlist the candidates to the interviewed in the context of the final selection process. Only short-listed candidates will be notified **by Friday, August 16<sup>th</sup> 2019 c.o.b..**