



CONSULATE GENERAL OF GREECE IN ADELAIDE

ANNOUNCEMENT OF ONE (1) VACANT POSITION OF CLERK AT THE CONSULATE GENERAL IN ADELAIDE

The Consulate General of Greece in Adelaide, taking into account article 422 of Law 4781/2021, announces one vacant position of clerk.

The recruitment will be on the basis of a fixed-term, two-year full-time employment contract under private law, renewable and with a gross monthly salary of 2.800 euros (approximately 4.400 Australian dollars, depending on the exchange rate).

The duties for the clerical post include, but are not limited to, reception of the public, working in the call centre and providing secretarial support to the various departments of the Consulate General.

Required Qualifications:

Interested candidates must:

- 1) be a permanent resident of Australia, of Greek or other nationality
- 2) be between 21 and 60 years of age.
- 3) [If male Greek citizens]: have completed their military service or have been legally discharged from military service
- 4) have a clean criminal record.
- 5) have an excellent knowledge of Greek and English.
- 6) have computer skills.
- 7) have previous experience in a similar position or experience in related duties.

Previous experience and/or willingness of candidates to assist in the operation of the Consulate with additional duties, as needed—such as administrative support, event organization, etc. will be considered positively.

Any other qualifications, such as a degree or other qualifications, will also be considered.

SUPPORTING DOCUMENTS:

Applicants are requested to send the following documents by e-mail to grgencon.ade@mfa.gr to the Consulate General, no later than the **6th of December 2024**:

- 1) Letter of interest
- 2) CV / Curriculum Vitae,
- 3) Photocopies of passport or identity card
- 4) Australian National Police Certificate (NPC) (and Greek criminal record if Greek citizen),
- 5) Contact details (telephone number and e-mail)
- 6) Evidence of work experience, qualifications, or knowledge.

Insurance:

If the applicant is a Greek national, he/she may, upon application, be subject to Greek social security legislation or be insured with a local Australian superannuation institution. Insurance contributions are, in any case, paid by the Greek State.

The shortlisted candidates will be invited in December 2024 for an interview by a three-member Committee of the Consulate General. Applications submitted must be titled "ANNOUNCEMENT OF VACANT POSITION FOR CLERK" and any required communication between candidates and the Consulate General will be via grgencon.ade@mfa.gr.

Additionally, the applications should include the mobile phone number and email address of the applicant.

Adelaide, 15th of November 2024.

For the Consulate General