



**EMBASSY OF GREECE
IN DUBLIN**

Dublin, 28 November 2022

VACANCY ANNOUNCEMENT

The Embassy of Greece in Dublin is seeking to hire a full-time **Clerk/Housekeeper** with a two-year fixed term contract. Details are as follows:

- **One (1) Clerk/Housekeeper with monthly gross salary of €2.500**

Essential Requirements/Supporting documents:

- *Resident of Ireland with Greek or other citizenship*
- *Greek citizens must have fulfilled their compulsory military service or have received exemption*
- *Applicants should be over 23 years old*
- *Basic knowledge of English language*
- *Certificate of Secondary Education*
- *Sufficient knowledge of Greek language will be an advantage*
- *Previous experience in this role will also be an advantage/References*
- *Clear Criminal Record Certificate from the country of residence is required.*

The successful candidate can opt for either the Greek or the Irish social insurance system. Non-Greek nationals will be subject to the local employment legislation. Employer's PRSI contributions are paid by the Greek State.

Interested applicants are asked to e-mail to **gremb.dub@mfa.gr** a covering letter, their C.V. and a formal declaration confirming that they will provide the necessary documentation upon request.

Closing date for applications: 31.12.2022