



EMBASSY OF GREECE  
OSLO

Oslo, 30<sup>th</sup> August 2017

**Announcement of an open position in the capacity of Private Secretary at the Embassy of Greece in Oslo.**

The Embassy of Greece in Oslo would like to announce a job vacancy for a Private Secretary. Eligible candidates for the aforementioned position should meet the following mandatory requirements:

- a) To be permanent residents in Norway.
- b) To be competent in Norwegian language (both oral and written).
- c) Not to exceed the age of 60.

In addition to the above, candidates should also have the precise qualifications, listed below:

1. Proficiency in Greek language (both oral and written).
2. Excellent computer skills (MS Office, Internet, social media).
3. Good knowledge of the English language (both oral and written).

Possession of a Bachelor or other higher education degree and previous experience in a similar position will also be taken into account.

Qualified applicants are invited to apply for the job vacancy by sending a cover letter explaining their interest for this position, accompanied by a Curriculum Vitae and hereunder supporting documents at the email address of the Embassy (gremb.osl@mfa.gr), with the indication: "Intent of interest for the position of Private Secretary at the Embassy of Greece in Oslo":

- Copy of passport (or ID card for candidates of greek citizenship).
- Documentation certifying acquisition of permanent residence in Norway.
- Copies of language certificates (if acquired).
- Copies of higher education degrees, university or other (if acquired).
- Recommendation letters (if available).

Only applications that satisfy all the conditions spelled out in this announcement will be taken into consideration.

Eligible candidates who meet the aforementioned mandatory requirements and have the precise qualifications for the position in question, will be invited to appear before a Selection Committee, appointed by the Embassy, at the premises of the Embassy of Greece in Oslo (Nobels gate 45,P.C. 0268, Oslo), on a day announced in due time.

**Deadline for submission of applications: 20<sup>th</sup> September 2017**