



Within the framework of the project of the INTERNATIONAL SECURITY FUND (ISF) / BORDERS AND VISA/ ISF INTERNATIONAL PROGRAMME 2014-2020 “supporting the Missions Abroad with ‘field workers’”, the Embassy of Greece in Manila, announces two (2) positions for the recruitment of local staff for a period of eight (8) months fixed-term private-law employment contract to cover the needs of the Visa Section.

Essential qualifications:

1. Permanent residence in the Philippines.
2. Between 21 and 60 years of age.
3. University Graduate or Undergraduate.
4. Excellent English language communication skills.
5. Knowledge of the Greek language is considered as an additional asset.
6. Excellent computer skills.

Desirable Qualifications:

1. Understanding of Consular duties and responsibilities, with a particular focus on visa processing.
2. Work experience in an international environment.
3. Excellent communication skills.
4. Familiarity with front desk and administrative work.

Job Description:

1. Front desk receiving of visa applications and screening contents.
2. Entering, cataloging, managing and archiving visa applications.
3. Maintaining visa appointment system and updating relevant data bases.
4. Responding to telephone and email inquiries related to visas.
5. Perform related administrative tasks related to visas, as appropriate.

Application Procedure: If you wish to apply for this position, please send a scanned copy (pdf format) of your CV and motivation letter to gremb.man@mfa.gr.

Application Deadline: 21 August 2022