



**HELLENIC REPUBLIC**  
**MINISTRY OF TOURISM**  
**GREEK NATIONAL TOURISM ORGANIZATION**  
**OFFICE OF POLAND & CZECH REPUBLIC**  
Mokotowska 46A/10, 00-543 Warsaw  
Tel.: +48 2225350111  
E-mail: [director@visit-greece.pl](mailto:director@visit-greece.pl)

**Warsaw, 8th of October 2020**  
**Ref. No.: 566**

**CALL OF PROPOSAL FOR THE RECRUITMENT OF ONE EMPLOYEE**  
**BY THE GREEK NATIONAL TOURISM ORGANIZATION-OFFICE FOR POLAND AND CZECH REPUBLIC**

1. *Name / position title:*  
Position: Administrative Support
2. *Information about the employer*  
Greek National Tourism Organization (GNTO) is a public entity established on the year 1950 in Greece. Under the auspices of the Ministry of Tourism, it is responsible for promoting Greece as a tourism destination. Its role is to encourage travelers to visit and explore the country and help increase awareness for Greece. GNTO operates over 20 years in several key markets all over the world and last year a new Office registered in Poland.
3. *Description of the position*
  - Liability for administrative and secretarial support of the Office (for example: protocol maintenance, filing, mail handling, providing information to third parties, performing general tasks, ensuring good functioning of systems and infrastructures).
  - Writing documents in Greek and Polish.
  - Manage and process databases, data and information relating to the Office's activities.
  - Technical Support for Financial and Administrative Management
  - Monitoring of promotional activities on printed and online media.
  - Contact & mailing list management.
  - Sending Newsletters, Press Releases and other material to interested parties
4. *Tasks - qualifications- requirements- skills*
  - Bachelor's degree related to the subject of the position (tourism studies, marketing, communication, humanities / social sciences, business administration studies etc)
  - Postgraduate Master's degree diploma will be considered as a special qualification.
  - Excellent or very well knowledge of the Polish language will be taken into consideration as a special asset
  - Excellent or very well knowledge of the English language (written and oral)
  - Excellent knowledge of the Greek language (written and spoken).
  - Excellent knowledge of information systems (MS Office: Word, Excel, PowerPoint), as well as, internet and social media, proven by recommendations, attestations and relevant experience.
  - Communication skills and public relations experience
  - Disposition for continuous learning and improvement.
  - Familiarity with Greece, Greek history and Greek culture as well as contemporary Greek reality will be taken into consideration as a special asset
  - Gravity and confidentiality
5. *Guarantees of working environment or other benefits*
  - fixed-term employment contract up to two (2) years
  - possibility of travels
  - high level working environment

6. *Details regarding the application (what is required with the application, CV, signatures, cover letter, etc.)*

A cover letter (application) -in Greek or in English- with attached a full Curriculum Vitae- in Greek or in English- signed by the candidate in every page and at last page with full signature and date

7. *Appropriate way to send the documents*

The letter of application with the rest of documents attached to be sent scanned via email at the email address: [director@visit-greece.pl](mailto:director@visit-greece.pl)

8. *End date of acceptance of tenders*

The last date accepted is the **26<sup>th</sup> of October 2020**, time 00:00, not later.

9. *Information on the procedure for notification of candidates*

The CV will be collected and evaluated by the Director of GNTO Office in Poland and then the Director will communicate with the selected candidates in order to arrange interview date. After completing the interviews process, the candidates will be informed within 1 month period about the results.

10. *Responsible statement on the use of personal data*

Personal data are confidentially kept. The administrator of your personal data is HELLENIC REPUBLIC MINISTRY OF TOURISM GREEK NATIONAL TOURISM ORGANIZATION, OFFICE IN POLAND ul. Mokotowska 46A / 10, 00-543 Warsaw, Poland. Your data will be processed in order to carry out the recruitment process (the basis for data processing is taking the necessary actions at the request of the data subject before concluding the contract - Article 6 (1) letter b of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection) and Article 221 of the Labor Code) and for future purposes recruitment, if you agree to it (the basis for data processing in this case will be your consent - Article 6 (1) (a) of the General Data Protection Regulation).

Your data will be processed for the time necessary for recruitment purposes, and in the case of future recruitment, until the consent is withdrawn. You have the right to withdraw your consent at any time, however, the withdrawal of consent does not affect the compliance of the processing, which was made on its basis before the withdrawal of consent. Your data may be transferred to entities providing technical and IT services as well as financial and accounting services. Providing data is voluntary, but necessary to conduct recruitment processes. You have the right to request access to your personal data, rectification, deletion or limitation of processing, as well as the right to transfer your data and file a complaint to the supervisory body.

In CV, please provide consent for data processing in order to conduct ongoing recruitment. In the case of consent to data processing also for the purposes of future recruitment, the following clause should be included in the CV:

"I agree to the processing of personal data contained in my job offer and CV for the needs necessary to carry out the recruitment process carried out by HELLENIC REPUBLIC MINISTRY OF TOURISM GREEK NATIONAL TOURISM ORGANIZATION, OFFICE IN POLAND ul. Mokotowska 46A / 10, 00-543 Warszawa.

At the same time, I consent to the processing of my personal data for the purposes of future recruitment."

11. All documents (diplomas and rest of approvals) should be available in printed version upon request by GNTO Office in Poland (in the same or next day, when request raised).

Kind regards,

Nikoletta Nikolopoulou  
Director



Internal distribution:  
Office's files