



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΓΡΑΦΕΙΟ ΣΥΝΔΕΣΜΟΥ  
ΠΡΙΣΤΙΝΑ

HELLENIC REPUBLIC  
LIAISON OFFICE  
PRISTINA

**VACANCY: Hellenic Liaison Office - Assistant to the Head of the Mission**

The Hellenic Liaison Office is seeking to hire one **local** staff person as Personal Assistant (Assistant to the Head of the Mission – Secretariat) with a two-year contract. A further contract is not excluded, based on the official needs and personal performance.

Candidates are expected to have the following **qualifications**:

- Kosovan citizenship or permanent residence in Kosovo
- Be at least 21 and less than 60 years old at the time of employment
- University degree
- Excellent or very good knowledge of Albanian, English (obligatory), Greek (optionally), Serbian (optionally)
- Proficient computer skills
- Communication and public interface skills
- No criminal record
- Relevant previous professional experience would be highly appreciated
- Driver's license would be positively considered

Applications (in English, with a CV, motivation letter, other supporting documents) should be submitted to the Hellenic Liaison Office no later than c.o.b., **Wednesday, August 16<sup>th</sup>**, by mail to the following address: [grpristina@mfa.gr](mailto:grpristina@mfa.gr)

Only shortlisted candidates will be notified by **Monday, August 21<sup>st</sup>** in order to be interviewed.

July 27<sup>th</sup>, 2023