



**EMBASSY OF THE HELLENIC REPUBLIC
DOHA**

CALL FOR EXPRESSION OF INTEREST FOR THE POSITION OF PERSONAL ASSISTANT TO THE AMBASSADOR AT THE EMBASSY OF THE HELLENIC REPUBLIC IN DOHA, STATE OF QATAR

The Embassy of The Hellenic Republic in Doha, State of Qatar is launching a call for expression of interest for the position of Personal Assistant to the Ambassador Individuals interested in presenting a candidature to sign a two years contract with the possibility of renewal and a monthly income of 2.100 Euro, should meet the following requirements:

1. Permanent Residence in the State of Qatar.
2. Age at least 21 years at the time of employment and not over 60 years old
3. Proficiency in Arabic and English language (both oral and written).
4. Excellent computer skills (MS Office, Excel, Internet, social media).
5. Bachelor or other higher education degree
6. Criminal record copy
7. Male candidates of Greek citizenship should have fulfilled their military service or have been legally exempted from it.

Experience in a similar position as well as and knowledge of Greek will be taken into account.

Qualified applicants are invited to apply by forwarding a motivation letter explaining their interest in the position by **Monday 9 September 2024**. This needs to be accompanied by a Curriculum Vitae sent at the Embassy's e-mail address (gremb.doha@mfa.gr), with the indication 'Expression of interest for the position of PA to the Ambassador at the Embassy of the Hellenic Republic in Doha.

Candidates, who meet the above mentioned requirements, will be invited to appear for an interview, at the premises of the Embassy.

Doha, August 29th 2024