



**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 2.500 Euro (brutto), 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 **Thursday 26 October 2023**. 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 Personal Assistant to the Ambassador at the Embassy of the Hellenic Republic in Doha”. Candidates, who meet the abovementioned requirements, will be invited to appear for an interview, at the premises of the Embassy.

Doha, October 18th 2023