



**EMBASSY OF GREECE
ABU DHABI**

**INVITATION FOR EXPRESSION OF INTEREST
FOR A VACANT POSITION OF PERSONAL ASSISTANT/TRANSLATOR
AT THE EMBASSY OF GREECE**

The Embassy of Greece in the U.A.E. announces its intention to hire one (1) employee with limited employment contract (two years renewable), to cover the needs for the position of Personal Assistant/Translator.

Applicant must:

- a) be a U.A.E national or Greek national or national of a third country with valid resident permit in the United Arab Emirates.
- b) hold a higher or at least a secondary education degree.
- c) have knowledge of Arabic and English. (If there is also knowledge of Greek language would be appreciated).
- d) have a very good command of computers.
- e) minimum age limit is 23 years.
- f) previous experience / work related to similar position would be appreciated.
- g) have teamwork spirit and abilities.
- h) A police certificate of good conduct should be provided.

The monthly remuneration amount will be around 2000 Euro.

The selection process through interview and written exams at the Embassy's premises will evaluate the applicants' education, reliability, integrity and level of knowledge of Arabic and English languages, taking also into account any recommendation from previous work. Interested persons are requested to submit an introduction letter and CV to the email address gremb.abd@mfa.gr, no later than September 30, 2024.

If the selected person has the Greek Nationality, he/she may choose the Greek National Insurance, or a local insurance provider. For the other nationalities, the local laws are applicable. In any case, the employer insurance contributions will be covered by the Embassy.

Any additional information or clarifications should be provided to the e-mail address gremb.abd@mfa.gr.

Abu Dhabi, Aug 21, 2024