



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ
Hellenic Republic
Ministry of Foreign Affairs

ΕΥΡΩΠΑΪΚΟ ΤΑΜΕΙΟ ΕΣΩΤΕΡΙΚΗΣ
ΑΣΦΑΛΕΙΑΣ (ΕΤΕΑ)
INTERNAL SECURITY FUND (ISF)

ΤΟΜΕΑΣ ΣΥΝΟΡΑ ΚΑΙ ΘΕΩΡΗΣΕΙΣ
BORDERS AND VISA

ΕΘΝΙΚΟ ΠΡΟΓΡΑΜΜΑ ΕΤΕΑ 2014-2020
ISF NATIONAL PROGRAMME 2014 -2020



Με τη συγχρηματοδότηση της Ελλάδας
και της Ευρωπαϊκής Ένωσης
Co-financed by Greece and the EU

VACANCY NOTICE

Deadline: March 31st, 2020

GREEK EMBASSY IN KYIV

CALL FOR EXPRESSION OF INTEREST

Under the project «Staff Strengthening through “field workers” to support consular authorities in third countries», of the European Internal Security Fund / Department of Borders and Visas 2014-2020, the Embassy of Greece in Kiev wishes to inform about one (1) vacant post at the Visa Section of the Consular Office of the Embassy. The applicant who will be selected will be hired on a contract basis for a period of eight (8) months, in order to cover temporary needs of the Embassy.

1. GENERAL QUALIFICATIONS REQUIRED

Applicants must:

- be permanent residents or reside in the geographical area that falls within the jurisdiction of the Consular Office of this Embassy,
- have completed University studies, or any post-secondary education, or be student of higher education. This must be attested by a relevant diploma / documents,
- be fluent in the local & English and/or French languages,
- have an excellent knowledge of PC office software,
- be at least 21 years old and under 60.

2. ADVANTAGEOUS QUALIFICATIONS

- Fluency in Greek language (oral and written)
- Knowledge of other EU language(s)

3. OTHER CONDITIONS

- Persons convicted of felony and/or sentenced for theft, embezzlement, fraud, extortion, forgery, dishonesty, corruption and any crime against sexual freedom or a crime of economic exploitation of sexual life in their criminal record will not be recruited.
- Those recruited should provide the Embassy with an official statement that they have never been convicted of the above crimes. If the statement turns out to be false or inaccurate, the contract will be automatically considered null and void.

4. APPLICATION PROCEDURE

- Candidates are invited to submit an application (see below for application form) **no later than March 31st, 2020**, accompanied by a Curriculum Vitae and any other information or documents proving their qualifications, work experience, knowledge and eligibility.
- Applications must be forwarded to the following address: 10, Dobrovolchykh Batalioniv Str. (former Panfilovtsev), Kyiv 01901 Ukraine, **no later than March 31st, 2020**, the postmark being taken as proof. The present notice will be uploaded on the website of the Embassy: <https://www.mfa.gr/missionsabroad/en/ukraine.html>
- Applications will be considered only if fully and duly filled in (see application form). All data declared will be considered in principle true and accurate. Applicant who will be selected should provide the necessary documents, according to the terms of this vacancy notice.
- Each candidate can submit only one application. The submission of more than one application per applicant automatically entails their annulment and the candidate will be disqualified.

5. SELECTION PROCEDURE

- The screening will be conducted on the basis of an interview and an assessment of the qualifications of each candidate, as described in their CV and the submitted supporting documents
- The language proficiency and PC knowledge will be assessed based on the submitted certificates or upon oral interview and/or practical test, written or oral.