

 <p>MINISTRY OF FOREIGN AFFAIRS OF THE HELLENIC REPUBLIC</p>	<p>EUROPEAN INTERNAL SECURITY FUND (EISF) BORDERS AND VISAS SECTOR</p> <p>NATIONAL PROGRAM OF EISF 2014-2020</p>	 <p>Co-financed by the Hellenic Republic and the European Union</p>
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Consulate General of Greece in Istanbul

Announcement

The Consulate General of Greece in Istanbul seeks to recruit five (5) local agents for its Visa Department on a seven (7) month contract as follows:

Job Description

- Assist Consulate's personnel in the process of visa application documents examination.
- Oversee the daily delivery of passports and visa applications from the External Services Providers.
- Maintain established procedures for receiving and returning passports.
- Being able to print and affix visa stickers on passports.
- Facilitating the communication with the public, by translating from Greek into Turkish and from Turkish into Greek.
- Communicate with the public in a polite way in Turkish, Greek and English if necessary.
- Being able to respond e-mails in Turkish and English.

Requirements and Qualifications

- Applicants must have their permanent residence or must reside in the area of the Consular Jurisdiction of the Consulate General of Greece in Istanbul.
- Hold a University degree or currently having the status of undergraduate University student.
- Previous work experience in fields of relevant competence is of outmost importance.
- Proficient knowledge of Turkish language both writing and speaking, preferably in the level of native speaker.
- Good knowledge of English or French both writing and speaking
- Proficient knowledge of the Greek language, will be an additional asset
- Excellent computer skills (knowledge of MS Word, MS Excel, Internet etc)
- Excellent communication and public-interface skills
- Ability to work as part of a team, with high sense of responsibility, adaptability and initiative
- Strong sense of confidentiality.
- Applicants should be between the ages of 21 and 60.
- Clean criminal record

Interested candidates must send their application, their CV and supporting documents in English to the e-mail: grgencon.kon@mfa.gr (for the attention of Mr. Sotiris Nikolakakos) by **Wednesday, April 20th, 2016, 04.00 pm afternoon** (closing date for application).

The Consulate General will make a pre-selection on the basis of the CVs and will shortlist the candidates to the interviewed in the context of the final selection process. Only short-listed candidates will be notified **by Friday, April 22nd, 2016.**