
 <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 an up to seven (7) month contract for the current year (2017) 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/diploma 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: rggencon.kon@mfa.gr (for the attention of Ms Katerina Gabeta) by **Wednesday, March 1st, 2017, 04.00 pm afternoon** (closing date/time 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, March 3rd, 2017**.