

THE EMBASSY OF THE REPUBLIC OF CYPRUS ANNOUNCES A VACANCY
FOR THE POSITION OF CLERK/TYPIST

The Embassy of the Republic of Cyprus in the United States (2211 R Street NW, Washington DC 20008) is recruiting a full-time position of Clerk/Typist under locally employed staff terms and conditions.

Requirements

- Fluent in English, both written and oral. Greek language will be considered an advantage.
- Proficiency in MS Office (Word, Excel, Power Point, Outlook).
- Integrity, discretion, organizational skills, good judgement, initiative and responsibility.
- High school diploma.
- University diploma Degree in Law / Political Sciences / International Relationships or related field will be considered an advantage

Job Description

The position covers a variety of tasks and duties in different areas of the Embassy's work. Among the duties and tasks are: Support in the day-to-day operation of the Embassy–Writing of reports, summaries and other texts. Perform duties related to the Embassy's work as directed.

Eligibility

Applicants must be American citizens or legal residents with appropriate work authorization in the US. Employment of non-U.S citizens or lawful permanent residents, who would be required to obtain a visa to enter the US and work as local staff, is limited to 5 years in accordance with US regulation. Students or trainees in the US or persons engaged in other professional or commercial activity are not eligible.

Remuneration

Salary is determined in accordance with the General Schedule (GS) Classification and Pay System of the US Office of Personnel Management (Salary Table 2024-DCB). The successful candidate will be placed on Grade 5 Step 5, with a gross annual salary of \$51,164.

Submission of applications

Interested candidates should apply by submitting the following documents to washingtonembassy@mfa.gov.cy by **17 October 2024**.

- Letter of interest.
- Copies of diplomas.
- Detailed resume / CV.
- Copy of a valid passport.

- Two recommendation letters or the names of two persons who can provide recommendations.
- Certificate of a clear criminal record

Hard copies of diplomas and other qualifications must also be submitted at the time of the interview. Applications submitted after the deadline or not supported by the required documentation will not be considered.

Informing of candidates

Shortlisted candidates will be invited for an interview and/or written test. The dates of the interviews will be communicated at a later stage and candidates will be informed accordingly. For more information you may contact the Embassy Administration Office at 202-462-5772