



**ΓΕΝΙΚΟ ΠΡΟΞΕΝΕΙΟ ΚΥΠΡΙΑΚΗΣ ΔΗΜΟΚΡΑΤΙΑΣ
CONSULATE GENERAL OF THE REPUBLIC OF CYPRUS**

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VACANCY ANNOUNCEMENT FOR A POSITION OF CLERK/TYPIST

The Consulate General of the Republic of Cyprus invites applications for the full-time position of Clerk / Typist under locally employed staff terms and conditions.

Duties and Responsibilities

The position covers all the duties and responsibilities of an assistant Consular Officer, including the day to day operations of the Consulate, communication and interaction with the public, as well as maintaining a properly functioning archive. Other duties may include contributing to special events of the Consulate, organizing official visits, managing Social Media accounts, and generally working in a knit team with other members of the Staff and the Consul General.

Qualifications

- Fluency in English and Greek, written and oral.
- Proficiency in MS Office.
- Appropriate U.S. work authorization.
- Integrity, discretion, organizational skills, sound judgement, initiative, responsibility.
- Excellent interpersonal skills
- High School Diploma (University diploma is an advantage).
- Prior work experience.
- Clean Criminal Record

Remuneration

Salary is determined in accordance with the General Schedule (GS) Classification and Pay System of the US Office of Personnel Management (Salary Table 2023-DCB). Annual Salary: \$52,692 (Grade 5 Step 5). Other benefits include Health Insurance Coverage, and 13th Salary.

Interested applicants should send a cover letter and CV in English, by 27 November 2024, which should include contacts for 2 references, to the following email:
nyconsulcy@gmail.com .

Only short listed candidates will be notified and invited for an interview. Candidates invited for an interview will be expected to provide relevant qualifications during the interview.

7 November 2023