**VACANCY NOTICE**

**Assistant Commercial Counsellor – Cyprus Trade Centre, Cyprus High Commission in New Delhi**

**1.** The Cyprus Trade Centre of the High Commission of the Republic of Cyprus in New Delhi is seeking to recruit an Assistant Commercial Counsellor. Under the direct supervision and direction of the High Commissioner of Cyprus to India and the Ministry of Energy, Commerce and Industry of Cyprus, the incumbent is expected to perform, inter alia, the following duties:

• Handling incoming administrative and operational requests

• Overseeing requests from Cypriot exporters and service providers; assisting in the identification of local partners and tracking progress including contacting by mail or by phone potential importers in order to promote Cypriot products and services to India and other neighbouring countries

• Meeting potential importers

• Assisting in event planning, promotion and execution

• Assisting in logistics planning for incoming or outgoing delegations and/or guests

• Overall administrative management; including filing, agenda management, budget control etc

• Collecting market data for specific economic sectors

• Drafting of reports (ad-hoc, annual etc)

• Assisting in the organisation of events and meetings

• Assisting in Representing the Trade office in meetings and events

• Any other related task as assigned by the Head of the Mission and the Ministry of Energy, Commerce and Industry.

**2.** **Core activity areas of the Cyprus Trade Centre will be**:

• Furthering the exports of Cypriot products and services to India and other neighboring countries

• Encouraging and facilitating foreign investment to Cyprus

• Promoting Cyprus as an international business centre

• Liaising with stakeholders on bilateral and regional energy affairs and enabling commercial opportunities in the field

• Promoting cooperation in the fields of research and innovation

**3. Basic Criteria**

• The jobholder must be a legal resident of India.

• To be high in integrity, interpersonal skills and serenity.

• To be able to prioritize workload, and to handle multiple talks simultaneously.

**4. Eligibility Criteria**

1. Candidates must have a level of education and work experience corresponding to completed university studies of at least three years attested by a Bachelor’s Degree diploma (in Management, Public Administration, Business Administration, Communications, Marketing or other related fields)

2. Excellent written and oral command of the English and Indian languages

3. Excellent organisational and communication skills

4. Advanced knowledge of office software (such as MS-Office with emphasis on MS Word and MS Excel) and general technological aptitude

**5. Advantageous Criteria**

1. Knowledge of Greek will be assessed favourably

2. Master’s degree in a relevant discipline will be considered as an asset

3. Experience in working in an international environment dealing with a diverse range of stakeholders will be considered as an advantage

4. Work experience in similar functions in a company or/and Organisation or/and an Embassy in India.

**6. Conditions of Employment**

1. The incumbent will be recruited under the Terms of Employment of Local Staff for Cyprus’ Diplomatic Missions Abroad.

2. The jobholder will be offered a 1-year contract, subject to automatic annual renewal(s) upon the requirements of the office and satisfactory performance.

3. The gross monthly salary for the position is set to INR 62,076.

4. Benefits and allowances according to local staff regulations of the High Commission of Cyprus in New Delhi.

**7. Application Procedure**

1. Applications from potential candidates must be submitted via email, to: cyprushcdelhi.tradeoffice@gmail.com by **28 September 2022** (**closing time: 17:00 India time)**, using the subject title: ‘Cyprus Trade Office-Assistant Commercial Counsellor’.

For applications to be valid, candidates must submit the following documents (in .pdf or .doc format):

• Passport copy

• Copies of educational qualifications

• CV – including up-to-date contact details

• 2 recommendation letters or the contact details of 2 persons who may provide recommendation letters upon request.

2. Upon competitive selection, shortlisted candidates will be invited for an interview and/or a written examination. The specific date and time will be set at a later stage and the qualified candidates will be informed accordingly.

The original documents listed in Paragraph (1), as well as a Clean Criminal Record certificate, will have to be presented for verification purposes, before signing a contract.

To facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

3. It is informed that the previous application procedure for the above position has been cancelled, and replaced with this (current) resumed procedure.

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**VACANCY NOTICE**

**Secretary - Cyprus Trade Centre, Cyprus High Commission in New Delhi**

**1.** The Cyprus Trade Centre in New Delhi is seeking to recruit a Secretary. The Secretary is expected to perform, inter alia, the following duties under the direct supervision and direction of the High Commissioner and the Assistant Commercial Counsellor:

- Handling of incoming administrative and operational requests

- Overseeing requests from Cypriot exporters and service providers; assisting in the identification of local partners and tracking progress

- Assisting in event planning, promotion and execution

- Assisting in logistics planning for incoming or outgoing delegations and/or guests

- Developing content and administering the Center’s webpage

- Overall administrative management; including filing, agenda management, budget control etc

- Collecting market data for specific economic sectors

- Assisting in the drafting of reports (ad-hoc, annual etc)

- Representing the CTC in events and meetings

- Any other related task as assigned by the High Commissioner and the Assistant Commercial Counsellor

**2. Core activity areas of the Trade Centre are**:

• Furthering the exports of Cypriot products and services to India and other neighbouring countries

• Encouraging and facilitating foreign investment to Cyprus

• Promoting Cyprus as an international business centre

• Liaising with stakeholders on bilateral and regional energy affairs and enabling commercial opportunities in the field

• Promoting cooperation in the fields of research and innovation

**3. Basic Criteria**

• The jobholder must be a legal resident of India.

• To be high in integrity, interpersonal skills and serenity.

• To be able to prioritize workload, and to handle multiple talkssimultaneously.

**4.** **Eligibility Criteria**

1. Candidates must be graduated from a recognized Secondary School.

2. Very good knowledge of English language.

3. Character integrity, responsibility, initiative and integrity.

4. Very good knowledge of computer (MS Office).

**5. Advantageous Criteria**

1. Knowledge of Greek will be assessed favorably

2. Diploma / Bachelor Degree in a relevant discipline will be considered as an asset.

3. Experience in working in an international environment dealing with a diverse range of stakeholders will be considered as an advantage

4. Two years’ work experience in similar functions in a company or/and Organisation or/and an Embassy in India.

**6. Conditions of Employment**

1. The secretary will be recruited under the Terms of Employment of Local Staff for Cyprus’ Diplomatic Missions Abroad.

2. The jobholder will be offered a 1-year contract, subject to automatic annual renewal(s) upon the requirements of the office and satisfactory performance.

3. The gross monthly salary for the position is set to INR 38,187.

**7. Application Procedure**

1. Applications from potential candidates must be submitted via email, to: cyprushcdelhi.tradeoffice@gmail.com by **28 September 2022 (closing time: 17:00 India time)**, using the subject title: ‘CTC New Delhi – Secretary’.

For applications to be valid, candidates must submit the following documents (in .pdf or .doc format):

• Passport copy

• Copies of academic qualifications

• CV – including up-to-date contact details

• 2 recommendation letters or the contact details of 2 persons who may provide recommendation letters upon request

2. Upon competitive selection, shortlisted candidates will be invited for an interview and/or a written examination. The specific date and time will be set at a later stage and the qualified candidates will be informed accordingly.

The original documents listed in Paragraph (1) as well as a Clean Criminal Record certificate will have to be presented for verification purposes before signing a contract.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

3. It is informed that the previous application procedure for the above position has been cancelled, and replaced with this (current) resumed procedure.

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