Vacancy (temporary) – Secretary – Consulate General of the Republic of Cyprus

**Job Description (Roles and Responsibilities)**

The Consulate General of the Republic of Cyprus in Krasnodar is part of a world-wide network, representing Cypriot political, economic and consular interests overseas.

The Consulate General of the Republic of Cyprus is seeking to recruit a Secretary-Personal Assistant to the Consul General based in Krasnodar for a period of 4-6 months.

The selected candidate must be a self-starter with good typing, computer, communication and organisational skills, who can multi-task, deliver results, win the trust of a wide range of stakeholders,  and be willing to be flexible with regard to hours worked.

**Main** **Duties / Responsibilities**

* Manage the Consul General’s official diary, liaise with local authorities and other organisations, make appointments, respond to invitations, produce daily and forward programmes;
* Type letters, reports and other official correspondence and distribution of same by e-mail, fax etc;
* Provide all round support to the Consul General as required, including occasionally at events outside the Consulate General;
* Act as the Consul General’s social secretary organising lunches, dinners and receptions
* Collect and distribute mail and documents.
* Act as a translator for the Consul General (Russian to English and vice versa)
* Administer a selection of IT systems (visa and provisa systems);

**Required Experience & Skills**

* Diploma by a recognized High School (University degree would be advantageous);
* Good typing, computer, communication and organisational skills who can multi-task, deliver results, win the trust of o wide range of stakeholders, and be willing to be flexible with regard to hours worked;
* Excellent inter-personal skills, able to work with a diverse range of cultures and people of differing views and opinions, calmly and discreetly;
* Strong office organisational skills, managing information flow, ensuring decisions taken get properly implemented, where necessary achieving a sensible balance between competing priorities;
* Ability to work under pressure, often unsupervised, and as part of a team;
* Capacity to deal patiently and effectively in a wide range of situations, including dealing with the public, knowing when to take decisions yourself and when to seek guidance;
* Fluent Russian and English (written and spoken); Greek or any other foreign language
* would be advantageous;
* Numerate and proficient IT skills including: Microsoft Word (essential) and Excel (essential).
* Clear criminal record certificate (to be obtained by local police authorities)

**Terms and Conditions**

Interviews will be held in person at the Consulate General during the first half of January 2019.

Start date is January 28 2019.

The gross monthly salary for this position is 50214,40 RUR.

Staff recruited locally by the Consulate General of the Republic of Cyprus are subject to the Terms and Conditions of Service according to local Russian employment laws and regulations.

All applicants should have the right to live and work in Russia. The Consulate General does not sponsor work/ residency permits.

Application deadline

17 December 2018

Type of Position

Full-time, temporary for a period of 4-6 months

Working hours per week

37.5, working hours 9:00-16:30

Country/Territory

Russia/Krasnodar

Location (City)

Krasnodar (Krasnykh Partizan 521, 50049, Krasnodar)

Monthly salary (RUR)

50214,40

Start Date

28 January 2019

**Applications**

Candidates should submit a CV (with passport picture attached) and two reference letters (or names of two people who could recommend them) to cykrasnodar@gmail.com not later than December 17 2018. Hard copies of diplomas, degrees and clear criminal record certificate should be presented during personal interview. Any application submitted after that date would not be valid.