

EMBASSY OF THE REPUBLIC OF CYPRUS IN BEIRUT VACANCIES

Date: 06 November 2018

BASIC DETAILS

Job title : Senior Clerk (Accounts/Administration - Full-time, local staff terms)
Mission : Embassy of the Republic of Cyprus in Beirut
Salary : LBP 5,212,552 monthly gross salary (Group 2 EU local pay scale)

SUMMARY OF DUTIES/TASKS

The Embassy of the Republic of Cyprus in Beirut has a vacancy for a Senior Clerk in charge of Accounts and Administration with local staff terms, with responsibilities including but not limited to the following:

- Overview and reconcile the Embassy's monthly and yearly accounts (expenditure and revenue)
 - Prepare, overview and implement the Embassy's monthly, annual and mid-term budget.
 - Handle the Embassy's cryptographic system.
 - Organize the Embassy's archives.
 - Comply with and implement the Headquarters' directives in accounting and administrative matters.
 - Prepare requests for tenders.
 - Provide administrative support to the Embassy's staff (including personnel matters).
 - Perform any other duties that may be assigned to him/her by the Head of the Diplomatic Mission
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ESSENTIAL QUALIFICATIONS

EXPERIENCE

- Previous experience in an administrative and/or accounting position for at least 5 years is a prerequisite. Familiarity with the rules and regulations of the public sector in Cyprus and/or Lebanon and the regulations governing tenders will be considered an advantage.

EDUCATION

- High School Certificate.
- University Degree or Degree in Accounting, Business, Business Administration, Economics, or Law will be considered an advantage.

LANGUAGE/SKILLS

- Very good knowledge of Greek and English, both written and spoken. Knowledge of French and/or Arabic will be considered as an advantage.

ABILITIES/COMPETENCES

- Excellent verbal, written, organization and communication skills
 - Very good computer skills, particularly using Microsoft Office
 - Efficiency and ability to work with deadlines
 - Team worker
 - High sense of integrity and responsibility
 - Discretion and confidentiality
 - Flexibility to work beyond normal working hours if needed
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HOW TO APPLY

- Applicants should send a detailed CV and covering letter to: beirutembassy@mfa.gov.cy
 - Candidates must demonstrate concisely in their cover letter how they meet the essential and asset qualifications.
 - Deadline of Applications: 23 November 2018
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IMPORTANT NOTES

- Candidates who apply to this selection process should include a valid email address
 - Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, an oral interview, and / or a written examination.
 - Reference checks will be sought for candidates that reach interview/examination stage and may form part of the selection process. Candidates that will be called for an interview should be able to present an up-to-date clear criminal record certificate from the police.
 - The Embassy of the Republic of Cyprus in Beirut does **not** reimburse any travel costs to and from interviews/exams, nor does it reimburse any relocation costs.
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If any questions at any stage of the process please contact:

- Ms. Eleni Papanicolaou, Deputy Head of Mission, Consul, email: epapanicolaou@mfa.gov.cy tel. 01-213063 ext. 2406
- Ms. Maria Kyprianou, Administrative Attachée, email: makyprrianou@mfa.gov.cy tel. 01-213063 ext. 2410