

## **Vacancy Announcement**

The Embassy of the Republic of Turkey in Riga is currently seeking to employ a secretary on a full-time contract.

Required qualifications are listed below.

Interested applicants can convey their documents to the Embassy by e-mail ([embassy.riga@mfa.gov.tr](mailto:embassy.riga@mfa.gov.tr)) until 20 May.

Only shortlisted candidates will be contacted for an interview and an exam.

### **I) QUALIFICATIONS:**

- 1. Not to be older than 41,**
- 2. University degree,**
- 3. No criminal record,**
- 4. Native Latvian, excellent English, knowledge of Turkish as an asset,**
- 5. Good computer skills / Computer literacy (including Word, Excel, Power Point, Microsoft Office programs, Internet applications),**
- 6. Experience in Office Services, Public Relations and Secretarial tasks,**
- 7. Good management, time management and organisational skills,**
- 8. Capability to work under pressure in a multi-tasking position,**
- 9. Team player with very good communication and social skills,**
- 10. No obstacles to travel within the country.**

### **II) REQUIRED DOCUMENTS FOR APPLICATION:**

- 1. Cover letter (including contact information such as address, telephone number, e-mail),**
- 2. CV with a photo,**
- 3. Copy of the i.d. card,**

**4. Copy of the university degree,**

**5. Copy of the no-criminal record document,**

**6. Name and contact information of three people for reference or reference letters.**

**III) ADDRESS AND CONTACT INFORMATION:**

**Embassy of the Republic of Turkey in Riga**

**A.Pumpura iela 2, Riga, LV-1010 Latvia**

**Tel: 00 371 6 782 16 00**

**Fax: 00 371 6 732 03 34**

**E-mail: [embassy.riga@mfa.gov.tr](mailto:embassy.riga@mfa.gov.tr)**