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Embassy of The Federal Democratic
Republic of Ethiopia - Brussels

ቀን:

Date

17/03/2016

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Ref No.

BE/ADM/14/18487/6

Vacancy: Re-Announcement

The Embassy of the Federal Democratic Republic of Ethiopia in Brussels has the following vacancy announcement to recruit a **Secretary and Translator**.

candidates are expected to fulfill the requirements as below:

1. Position: **Secretary and Translator**
2. Number of positions: One (1)
3. Educational Qualification: Diploma, BA Degree or master's degree in social science or related field(s).
4. Work experience: 4 years, 2 years, and 0-year relevant experience from a recognized institution) s) respectively.
5. Language Skill: proficiency in French and English verbal and written communication and working knowledge of Flemish language is desirable.
6. Gender: The Embassy strongly encourages women candidates to apply.
7. Place of work: Embassy of Ethiopian in Brussels, Belgium
8. Terms of Employment: Contractual for four (4) Years, renewable each year based on performance.
9. Monthly Salary: As per the scale of Embassy

Interested candidates are required to send their email application with an email address resume, a cover letter summarizing interests, academic qualifications and experience, competencies certificates from recognized institutions and three references. through the following email info.brusselles@mfa.gov.et

Kindly put "Application – Secretary and Translator" in the subject line of the email, please submit material in PDF format.

Opening date of application: 28 November 2023

Closing date of applications: 30 December 2023

Only shortlisted candidates will be invited for written and oral examinations through their contract address within a short period of time after the application deadline.



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