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Embassy of The Federal Democratic
Republic of Ethiopia – Brussels

ቀን: 14/06/2022 G.C.
Date: 14/06/2022 G.C.
ቁጥር: BE/Adm/14/S16/22
Ref. No: BE/Adm/14/S16/22

Vacancy: Re-Announcement

The Embassy of the Federal Democratic Republic of Ethiopia in Brussels has the following vacancy announcement to recruit: 1. Secretary and Translator and 2. Receptionist and Telephone Operator. Prospective candidates are expected to fulfill the requirements as below:

1. Position: Secretary and Translator

- 1.1 Number of position: One (1)
- 1.2 Educational Qualification: Diploma in the social science or related field(s).
- 1.3 Work experience: 4 years relevant experience from a recognized institution(s).
- 1.4 Language Skills: proficiency of French and English verbal and written communication skills and working knowledge of Dutch language is desirable.

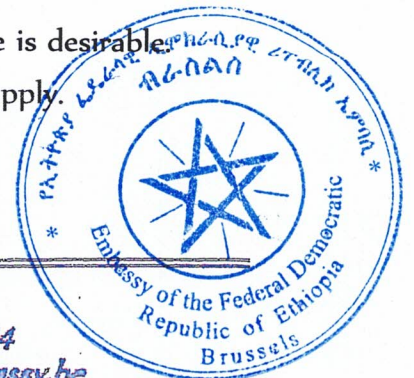
2. Position: Receptionist and Telephone Operator

- 2.1 Number of position: One (1)
- 2.2 Educational Qualification: Minimum of 12th grade certificate from accredited institution(s)
- 2.3 Work experience: Minimum of 4 year relevant experience from a recognized institution (s) as a Receptionist and Telephone Operator or in other related field(s).
- 2.4 Language Skills: proficiency in French, English and Amharic verbal and written communication skills and working knowledge of Dutch language is desirable.

3. Gender: The Embassy strongly encourages women candidates to apply.

4. Place of work: Embassy of Ethiopia in Brussels, Belgium

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5. Terms of Employment: Contractual for four (4) Years and the contract is renewable each year based on performance.
6. Monthly Salary: As per the scale of Embassy

Interested candidates should email their application with email address info@ethiopianembassy.be: resume, a cover letter summarizing interests, academic qualifications and experience, competencies certificates from recognized institutions and three references.

Kindly put "Application – Secretary and Translator or Receptionist and Telephone Operator" in the subject line of the email. Please submit material in PDF format.

Opening date of application: 14 June 2022

Closing date of application: 24 June 2022

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

