

JOB OPENING

The Embassy of the State of Eritrea in Canada is inviting qualified applicants for the post of Secretary - Receptionist to the Ambassador.

Position title: Secretary - Receptionist

Duty station: Ottawa, Canada

Date for entry on duty: January 2008

Deadline for application: November 30, 2007

Qualification required:

1. College Diploma in Secretarial Sciences and or Business Administration with solid work experience in related areas.
2. Knowledge of Tigrinya is a must. Good command of the English language is essential. Knowledge of French and / or Arabic is an asset.
3. Good knowledge of computer software applications: Microsoft Word, Excel, Power Point and Access, with Keyboarding of at least 50 wpm required.
4. Candidate must possess excellent public relations and communications skills.

Principal duties:

She/he is expected to perform the following tasks:

- 1) Keep and handle daily schedules for the Ambassador.
- 2) Handle routine correspondence. Maintains vital statistics and archives records / files.
- 3) Assist the Ambassador in conducting research and or the follow-up of issues of Political, Social, and Commercial.
- 4) Perform other assignments given to him/her by the Ambassador.

Salary: Negotiable on the basis of qualification and experience. There are no other benefits for this local position. Payment of income taxes to the Canadian Government is the responsibility of the employee.

Please mail your application to the:

**Embassy of the State of Eritrea,
75 Albert Street Suite 610,
Ottawa, Ontario, K1P 5E7**

Only qualified short listed candidates will be acknowledged and invited for an interview.

The Administration/Finance Office
Embassy of the State of Eritrea in Canada
Ottawa
Tel: 613-234-3989
Fax: 613-234-6213