



Embassy of the State of Eritrea
United Kingdom

REF. EE/UK/RECJA -1502/13

Job Vacancy

The Embassy of the State of Eritrea to the UK invites applicants for the position of **Ambassador's secretary (personal assistant)**.

Requirements

- **A minimum of** five years of work experience.
- Qualification: **Minimum Diploma** in Management, PA and Secretarial fields **or** other related fields
- Computer skills in Tigrigna & English languages **and basic management of data & information**
- High competence in English, Knowledge of Arabic an added advantage
Fulfilment national duties
- CV & Passport size photo

Salary

- To be negotiated

Job Description

- **Includes all secretarial duties and support to the duties of the Ambassador's: Details of duties to be given upon request.**

All interested with the relevant skills and experience are invited to submit a written application to the Embassy of the State of Eritrea, Administration Section **at** the indicated address. All applications must be received until **18 March 2013** during **Embassy office hours**.

Embassy Administration
Administration Section