



EMBASSY OF ESTONIA  
IN KYIV

## EMBASSY OF THE REPUBLIC OF ESTONIA IN KYIV

announces a vacancy for the position of

### SECRETARY

This position provides administrative and secretarial support to the Embassy including but not limited to managing telephone, email and postal correspondence, diary management, drafting and finalizing official letters and documents, organizing and coordinating meetings and Embassy's events, providing interpretational support, management of Embassy's social media channels.

Starting Date (date when the selected candidate is expected to start): 13 August 2018

Working hours are 08.30 – 17.00 with a half-hour lunch break

#### Requirements:

- Citizenship of Ukraine;
- University degree in international relations, general administration, business or finance or any other relevant degree;
- Fluency in Ukrainian and Russian is a must (including written skills);
- Good command of English, both verbal and written (at least B2 level);
- Proficient IT skills;
- Strong organizational skills and a keen eye for detail;
- Ability to multi-task and work as a team player;
- Familiarity with the rules of the diplomatic protocol and etiquette.

#### Advantages:

- Working experience as secretary, administrative assistant;
- Familiarity with Estonian and / or Ukrainian public service;
- Good general knowledge about Estonia and Ukraine;
- Knowledge of the Estonian language.

#### We offer:

- Opportunity to contribute to the development of relations between Estonia and Ukraine through the general activities of the Embassy;
- Diverse and interesting work;
- Initial training;
- Dynamic and friendly team.

Please send your resume along with your cover letter (no more than 1 page in English) with the subject: « Vacancy - Secretary» no later than July 6, 2018 to the Estonian Embassy in Kyiv via email: [Embassy.Kyiv@mfa.ee](mailto:Embassy.Kyiv@mfa.ee).

For more information, please call (+38044) 590 0780.