

Administrative Assistant – Addis Ababa

December 2023

Employer	Embassy of Portugal in Addis Ababa
Title	Administrative Assistant
Number of Vacancies	1
Reports to (title)	Ambassador of Portugal in Addis Ababa
Gross Monthly Salary	531,60 EUR, including 13 th and 14 th month (7.442,40 EUR of gross annual salary)
Benefits	Medical and life insurance program for the employee + meal subsidy (0,58 EUR per day)
Deadline for applications	January 5 th 2024, COB

About the Embassy of Portugal in Addis Ababa

The role of the Embassy of Portugal in Addis Ababa is to advance the interests of Portugal and Portuguese communities in its area of jurisdiction, which covers Ethiopia, Rwanda, Djibouti, Somalia and South Sudan. It involves diplomatic representation in bilateral and multilateral spheres, working with other Portuguese agencies to drive development cooperation, enhancing the promotion of Portuguese Language and Culture and helping Portuguese travelers and Portuguese overseas.

About the Position and Key Responsibilities:

The Technical Superior is responsible for supporting the Embassy's administrative work, namely accounting and procurement, as well as to liaise with the Ethiopian counterparts in matters related to the management of the Embassy. The Administrative Assistant is also expected to support tasks in the Consular Section of the Embassy, with proper supervision.

Qualifications/Experience

- General requirements for civil service under the Portuguese Law;
- Being holder of diploma of Secondary Education or equivalent certificate. Having additional academic background and professional experience in the areas of Public Administration, Law and Economics is preferable;

- Being a resident in Ethiopia, notwithstanding the possibility of proof of residency to be provided after contracting;
- Having regularized tax and social security situation with the local authorities;
- Fluency in English. Knowledge of Portuguese is preferable.

Necessary Documents for Application

- Copy of personal ID;
- Proof of academic qualifications;
- Updated CV;
- Proof of other relevant qualifications;
- TIN number;
- Proof of Residence;
- Criminal Certificate of country where applicant currently resides;
- Other documents deemed relevant by the applicant.

Process of Selection

- Applications should be submitted until COB, January 5th, 2024, to the e-mail address: adisabeba@mne.pt;
- The selection of applicants will be done through evaluation of their curriculum (40%) and professional interview (60%).

Applicants can consult the Embassy of Portugal's website for further information (<https://adisabeba.embaixadaportugal.mne.gov.pt/en/>) .

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