

# Embassy of the Arab Republic of Egypt in Prague

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## JOB VACANCY – SECRETARY

### Job description

Performing various kinds of work communication (telephone calls/fax/e-mails/social media/public interaction).

Taking part in the organisation of the Embassy's events.

Translation.

Following up on various media resources.

Communicating with other embassies.

Taking notes in meetings and arranging meetings.

Working in the Consular Section.

### Requirements

A University degree.

Advanced level of Czech and English languages (spoken and written).

Effective interactive communication skills.

Strong sense of responsibility and ability to adapt in a professional work environment.

Strong motivation to learn and develop.

Arabic as an additional language is an asset.

Work experience preferably in an embassy.

Applications, including personal resumes, cover and reference letters, should be sent to **[egypt.amboffice@gmail.com](mailto:egypt.amboffice@gmail.com)**.