

## **JOB VACANCY**

The Embassy of the Czech Republic in Phnom Penh is seeking for applicants for the following position:

Position Title: Administrative Assistant

Conditions: Pass the competition, 3 months' probation period.

### **1. Responsibilities:**

The Administrative Assistant will be responsible for the following duties:

- communication with local institutions, international organizations and diplomatic missions
- assistance with the Embassy routine operational administration including bookkeeping
- assistance with the preparation and course of the Embassy events, meetings, receptions and similar
- assistance with logistical planning and arrangements for incoming visits
- driving Embassy car
- fulfill other tasks according the requirements of the Embassy.

### **2. Essential Qualifications:**

Education: High School (or higher)

Experience: At least one year of professional experience in a field/s of relevance for the assignment.

Knowledge/skills: Excellent interpersonal skills. Computer skills (Word, Excel). Accuracy and independency in performing duties. Skills in planning and sequencing tasks. Ability to work under time constraint. Willing to learn new things. Adaptability to different working and cultural environment. Car driving license.

Language: Very good command of English, both orally and in writing. Native Khmer speaker.

### **3. Desirable skills and/or experiences:**

Previous work experience as Administrative Assistant would be an asset.

### **4. Applications:**

Applications along with a detailed CV, references and copy of education certificate/s should be submitted to the Embassy of the Czech Republic, iCON Professional Building (5th floor), 216 Norodom Boulevard, Tonle Bassac, Phnom Penh, no later than **January 11<sup>th</sup> 2019**. The application titled "Administrative Assistant" may be delivered in hard copy or via e-mail to the address: [phnompenh@embassy.mzv.cz](mailto:phnompenh@embassy.mzv.cz).

Only short-listed candidates will be contacted and applications will not be returned. The Embassy of the Czech Republic retains the right to contact references directly.

Trial phone call, tests of language proficiency and computer skills may be performed by the Embassy as part of the interview.