



**Republika e Kosovës - Republika Kosova - Republic of Kosovo
Ministria e Punëve të Jashtme – Ministarstvo Inostranih Poslova – Ministry of Foreign Affairs
Konsullata e Përgjithshme e Republikës së Kosovës në New York**

Consulate General of the Republic of Kosovo in New York

Announces:

JOB VACANCY

Job Title: **Executive assistant**
Working place:
Duration of the contract: **One year (with the possibility of extension) for a probation period of 3 months**
Application date: **08-29.08.2014**

Duties and responsibilities

Under the supervision and responsibility of the Chief of Mission, performs duties and responsibilities as follows: He/she serves as secretary or assistant to the Chief of Mission, but can also provide administrative support to other officials of the mission. He/she can be assigned with the functions of protocol official performing daily liaison with the Protocol Office of the host country and other local authorities. Holder of this position must be able to perform numerous functions in order to manage the office, such as:

- Provide phone and reception services;
- Maintain the official agenda of the Chief of Mission and diplomatic staff of consulate;
- Maintain records of work and leaves, mission's personnel files, financial management data, other data and calculations for additional wages and receptions, as well as mission's essential files (political, economical, other);
- Process the correspondence of incomes and expenditures, drafting of the simple and non-technical correspondence, as well as drafting daily documents;
- Prepare invitations and maintenance of the mission's protocol files, guests' list, correspondence with Protocol Office of host country and other diplomatic or consular missions, as well as the data pertaining official events and feast.
- Perform word-processing, transcriptions, photocopies, and preparation of respective documents and functions.
- Arrange meetings, social events, visits of the delegation and other official visitors, as well as official travelling; maintain contacts with service providers for the purpose of supporting the official visits and activities of mission.

Required criteria and conditions

- University diploma;
- Citizen of Republic of Kosovo (with the right of residence in the host country), or citizen of the host country;
- Knowledge of English or knowledge of official language of the host country;
- Demonstrated ability to organise and maintain documentation, and ability to find proper solutions;
- Have demonstrated and effective written and oral communication skills in English or in official language of the host country;
- Knowledge in the field of provision of diplomatic/consular services;
- Have excellent self-organisational skills and ability to effectively work in environment under pressure;
- Have at least 3 years of relevant work experience.

Candidates that apply must submit the following documents.

- CV;
- A copy of ID;
- A copy of qualification - diploma;
- Two work references and a motivation letter;
- Health Certificate from a Medical Practitioner;
- Certificate that they are not under investigation from the host country authorities;
- Applications can be submitted to the Consulate, or via e-mail to: consulategeneral.ny@rks-gov.net from 01-21.08.2014
- Please send copies of the documents, because the documents will not be returned.