



**Republika e Kosovës - Republika Kosova - Republic of Kosovo  
Qeveria - Vlada - Government**

**Ministria e Punëve të Jashtme – Ministarstvo Inistranih Poslova – Ministry of Foreign Affairs**

**Konsullata e Republikës së Kosovës në New York/ Generalni Konzulat u Njujorku/ Consulate  
General in New York**

**Announces:**

**Job Vacancy**

**Job Title: Administrative Assistant in the Consulate General of RKS in New York**

**Working place:**

**Duration of the Contract: One year (with the possibility of extension), with a 3 month probation period**

**Application Date: 30 January - 13 February 2015**

**Duties and Responsibilities:**

Under the supervision of the consular officer, responsible for administrative functions. The person assigned to this position should be able to carry out all general administrative tasks and logistic supportive functions, and should have general computer work and document preparation knowledge. Specific functions include the following:

- Preparation of simple reports and correspondence; processing of invoices, payments for equipments, host government licenses and forms, and financial documents.
- Carrying out routine bank and financial transactions; payment of invoices and services, rent and other payments.
- Carrying out postal services and diplomatic baggage for the embassy and consulate; select and distribute the incoming correspondence; arrange postal service and transport of goods.
- Maintaining an accurate inventory of all embassy and consulate assets; procurement and maintenance of supplies, including office supplies, photocopy supplies and other office equipments, copy paper and other paper products, equipment supplies, and necessary equipments to be maintained.
- Regular maintenance of embassy or consular file storing area.
- Addressing the payment of airway bills of goods and transport of home equipments for the embassy or consular personnel; processing invoices, charges and customs documents.
- Arrangement of information technology operators and services; procurement of IT equipments and services.

**Qualifications, skills, abilities and experience:**

- Secondary education diploma;
- Citizen of the Republic of Kosovo (with the right of residence in 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 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 meet these criteria, in order to be short listed and interviewed.**

- CV;
- A copy of ID;
- A copy of qualification - diploma;
- Two work references and a motivation letter;

Applications can be submitted or via e-mail to. [consulategeneral.ny@rks-gov.net](mailto:consulategeneral.ny@rks-gov.net)

Please send copies of the documents, because the documents will not be returned.