



**Republika e Kosovës - Republika Kosova - Republic of Kosovo**  
**Ministria e Punëve të Jashtme – Ministarstvo Inistranih Poslova – Ministry of Foreign Affairs**  
**Ambasada e Republikës së Kosovës në Uashington D.C**

**Embassy of the Republic of Kosovo in Washington D.C.**

**Announces:**

**JOB VACANCY**

Job Title: **Executive Assistant**

Work place: Embassy of the Republic of Kosovo in Washington D.C.

Duration of the contract: **One year (with the possibility of extension) with a probation period of 3 months**

Application deadline: 9 November 2018

**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 the embassy;
- 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, economic, 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, and correspondence with Protocol Office of the host country and other diplomatic or consular missions, as well as the data pertaining of official events and receptions.
- 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 organize and maintain documentation, and ability to find proper solutions;
- Demonstrate effective written and oral communication skills in English or in official language of the host country;
- Relevant experience in diplomatic/consular services;
- Have excellent self-organizational skills and ability to effectively work in an 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;
- Proof that they are not under investigation from the host country authorities;
- Applications can be submitted via e-mail to: [embassy.usa@rks-gov.net](mailto:embassy.usa@rks-gov.net) and [kosovoembassydc@gmail.com](mailto:kosovoembassydc@gmail.com) or by mail 2175 K ST NW STE 300 Washington DC 20037
- Please send copies of the documents, upon submission documents will not be returned.