



## VACANCY ANNOUNCEMENT

The Embassy of the Republic of Sierra Leone in the Federal of Germany invites applicants who are eligible to work in Germany for the position of **RECEPTIONIST/SECRETARY**

### **DUTIES AND RESPONSIBILITIES:**

- Receives visitors to the Embassy.
- Checks voice messages and answers phone calls, as well as forward them to the concerned staff.
- Responds to all enquiries concerning visas, passport and other travel documents.
- Receives and passes all applications for passports, visas, Emergency Travel Certificates (ETC's) and other documents to the Administrative Assistant for registration and onward transmission to the Consular Officer/Head of Chancery for processing.
- Ensures efficiency in the reception service of the Embassy in other to facilitate proper calls and visitors' accessibility.
- Ensures in collaboration with the Administrative Assistant the maintenance of systemic control and registration of all official correspondences.
- Steps in for the Secretaries to the Ambassador, Deputy Ambassador and the Head of Chancery.
- Ensures tidiness of the Embassy's reception area and waiting room, as well as the ushering of visitors to the Waiting Room.
- Ensures decorum in the Reception Area of the Embassy.
- Perform any other duty assigned by the Ambassador, Deputy Ambassador and the Diplomatic Staff of the Embassy.

### **REQUIREMENTS:**

- A University Degree, Diploma or its equivalent.
- Must be able to work steadily in a difficult environment and under considerable pressure.
- High level of integrity and ability to maintain confidentiality at all times.
- Must be flexible and able to work with all colleagues.
- Translate documents/correspondences including emails for the attention of the Head of Chancery.
- Must have IT skills and knowledge.
- Must be fluent in English and German. An additional language/s is an added advantages. **(Please note that language proficiency will be tested)**
- Minimum of two years' experience in general secretarial duties will be an added advantage.

Interested persons should submit their applications to the Embassy of the Republic of Sierra Leone in the Federal Republic of Germany either by post or email [embassy@slembassy-germany.org](mailto:embassy@slembassy-germany.org) on or before Thursday 21<sup>st</sup> February 2019.

**Only short listed candidates will be contacted for interview.**