



BRATISLAVA

EMBASSY OF THE REPUBLIC OF TÜRKİYE

JOB VACANCY ANNOUNCEMENT

1- Information about the position

The Embassy of the Republic of Türkiye in Bratislava is seeking to recruit a non-Turkish citizen for the Translator/Secretary position.

a) Job title

Translator/Secretary

b) Job description, responsibilities and duties

- Monitoring Slovak media
- Following political, economic, cultural and other issues related to Slovakia, as well as Turkish-Slovak relations
- Providing written and consecutive translation for Turkish diplomats from Slovak to Turkish or English and vice versa
- Managing other office work (arranging meetings, organising contacts and visits, logistics etc.)
- Secretarial work

c) Information about the selection process

Please send a complete CV (Turkish or English), a cover letter (Turkish or English), and documents that can certify your education to Turkish Embassy in Bratislava by e-mail (embassy.bratislava@mfa.gov.tr) by **31 October 2023**. You may submit your reference letters as well. Please title the e-mail „Application: Turkish Embassy: Secretary”. The Embassy will get in contact with the short-listed applicants who will be invited to the interview.

d) Experience and education requirement

High school diploma at least. Bachelor’s degree preferred.

Work experience in another Embassy or international organization is preferred.

e) **Language skills**

- Slovak – Proficiency (C2)
- Turkish or English – Proficiency (C2)

f) **Other knowledge**

- Microsoft Office programs (Word, Excel, Powerpoint etc.) – advanced

g) **Other requirements and skills**

- Research and analytical experience and skills,
- Good written and verbal communication skills in Turkish/Slovak or English/Slovak,
- Good business correspondence skills
- Ability to work efficiently with information from the online and offline sources
- Organization and planning skills
- Internet and social media skills

h) **Contact**

Tel.:+421259490900

E-mail: embassy.bratislava@mfa.gov.tr