



**EMBASSY OF THE REPUBLIC OF TÜRKİYE IN DUBLIN
OFFICE OF COMMERCIAL COUNSELLOR
ANNOUNCEMENT FOR JOB VACANCY & APPLICATION PROCEDURE**

Embassy of The Republic of Türkiye in Dublin, Office of Commercial Counsellor is planning to employ one "Secretary". The duties of the Secretary are basically as follows: to maintain internal and external contact of the Office of Commercial Counsellor by telephone and other means, to arrange appointments, to prepare letters, to make documentation, to assist visitors and to arrange business meetings, and to fulfil other duties to be given by the Commercial Counsellor.

Requirements for the applicants are as follows:

- a) To have graduated from at least an undergraduate programme,
- b) To have a good command of English and Turkish,
- c) To have sufficient knowledge and experience in the use of computers programs (especially office programs),
- d) To have the qualifications required to sustain this task,
- e) To have the physical and mental abilities required by the working conditions,
- f) To have the citizenship of Ireland or a residency or work permit,
- g) To have completed or postponed his military service if the Turkish national applicant is male,
- h) Having no criminal or judicial records,

The documents required for the application are listed below:

- a) Application Letter (it is important to include the applicant's address, phone number and e-mail address)
- b) 2 passport or biometric photographs
- c) Identity Document (Turkish translation in case of foreign identity card)
- d) Copy of Graduate Diploma (Turkish translation in case of a foreign graduate diploma)
- e) Current CV and its Turkish translation
- f) Reference letter (if any) and its Turkish translation

Application and Deadline:

After the application, the candidates whose qualifications are found suitable will be informed through **their e-mail address** mentioned in their letter concerning the date and the place of exam. The exam will consist of both written exam and interview. Turkish and English levels along with topics related to general trade and economics will be assessed.

Applications can be made between 27/02/2023 and 17/03/2023 with the documents stated above by the following options:

- By submitting personally to Commercial Counsellor Office or,
- By posting to Embassy of Republic of Türkiye, Office of Commercial Counsellor, 8 Raglan Road, Ballsbridge, Dublin / Ireland D04 EA36 " or,
- By sending e-mail to dublin@trade.gov.tr

Applications submitted after 17 March 2023 due to postal delays or other reasons will not be accepted.

Important Note: The employer shall initiate a legal action against the ones who presented deceptive documents or statements; if recruited, the recruitment shall be cancelled; if paid the payments shall be compensated with legal interest rate.

For further questions:

Embassy of Republic of Türkiye

Office of Commercial Counsellor

8 Raglan Road, Ballsbridge, Dublin / Ireland D04 EA36

Phone: +353 1 668 18 37

E-Mail Address: dublin@trade.gov.tr