Position: Assistant to the Ambassador (as of June 2016)

Work hours: Full-time / 40 hours per week

Conditions:
- Salary to be determined based on experience and qualification
- Candidates must hold required work/residency permits

Role:
The Embassy and Permanent Mission of Afghanistan in Vienna deals with bilateral issues with Austria and six other countries, as well as with multilateral affairs related to the work of the UN organizations based in Vienna and the OSCE. We are looking for a professional and dynamic candidate, with strong interpersonal skills. Main duties include:

- Manage the Ambassador’s programme
- Deal with incoming and outgoing correspondence and screen phone calls
- Coordinate events
- Make travel arrangements
- Assist with arrangements for visiting delegations
- Draft press releases and maintain the website and social media accounts
- Maintain database of contacts
- Other duties as required

Requirements:
- Bachelor degree in a relevant field of study
- Exceptional organizing and planning skills; ability to work independently
- Ability to apply initiative and to work under pressure
- Excellent oral and written skills in English and German
- IT skills: MS Office, uploading documents to our website

Please apply by email (embassy@afghanistan-vienna.org) by 23.05.2016, providing your motivation letter and curriculum vitae

Due to the high volume of applications expected, we will only contact applicants who are being considered