



**EMBASSY AND PERMANENT MISSION
OF THE REPUBLIC OF THE UNION OF MYANMAR**

Andromeda Tower 9th Floor, Donau-City-Strasse 6,
1220 VIENNA, Austria

JOB VACANCY ANNOUNCEMENT

The Embassy and Permanent Mission of the Republic of the Union of Myanmar in Vienna is seeking eligible and qualified candidates for the following position of its office:

Position	:	Administrative Assistant (clerical staff)
Working hours	:	Full time (40 hours per week)
Service Contract	:	One Year renewable contract after a 3-month probation period
Salary	:	EUR 1800 per month, with other entitlements: basic health insurance, a yearly bonus equivalent to one month salary, biennial increment.
Application period	:	1 to 30 September 2021

(Note. Female candidates with residence in Vienna will be preferably considered)

Main Responsibilities

- Scheduling appointments, handling telephone calls, assisting the Ambassador
- Liaising Government entities, Embassies and Permanent Missions, United Nations Offices and other International Organizations in Vienna, local companies and associations, and Bank of Austria
- Dealing with administrative works such as handling correspondence and distribution of documents, other logistic matters of the office and its officials
- Translation works, if necessary

Requirements

- Proficiency in verbal and written communications skills in German and English
- A Bachelor's Degree (minimum)
- Practical computing skills including Microsoft office applications, and basic knowledge of IT
- Good interpersonal skills

Submission of Application

- Eligible candidates are kindly advised to submit their applications in English to the Embassy's email: jobapplication.myanmarembassy@gmail.com , together with curriculum vitae that includes a recent photo, copies of relevant certificates (education, eligibility to work, passport and valid visa for non-EU citizens)
- Shortlisted candidates will be contacted for personal interview in second week of October.

Vienna, 27 August 2021

