

Republic of Tunisia
Embassy of Tunisia
Seoul



الجمهورية التونسية
سفارة تونس بـسيول

Job vacancy : Assistant to the Ambassador

□ Location : Embassy of Tunisia in Seoul (8, Jangmun-ro 6gil, Yongsan-gu, Seoul)

□ Description of Tasks

- Assisting the Ambassador in all areas of his work
- Managing the Ambassador's schedule, correspondence, and phone calls
- Coordinating official events, meetings, and diplomatic visits
- Conducting research and analysis related to diplomatic matters
- Providing document translation and interpretation during Embassy meetings

□ Requirements for the Job

- Proficiency in French, English, and Korean
- Proficiency in office software applications (Word, Excel, PowerPoint, etc.)
- Willingness to work as a team player with strong interpersonal and communication skills
- Experience in managing confidential and sensitive information
- A detailed CV

Applications should be submitted to the email address: tunisiaseoul@gmail.com before **November 18th, 2023 at 23 :55 KST**. Only pre-selected candidates will be contacted for an interview.

Other details such as working hours, salary, benefits and conditions of employment will be provided to the selected candidate after the interview. The chosen applicant will undergo a three-month probationary period.

For any additional inquiries or questions, please direct them via email only. We do not accept phone inquiries.