

Embassy of Bangladesh
Ankara, Turkey

No. BEA/S. Strength/04/6015

Date: 24 May, 2017

Vacancy Announcement

The Embassy of Bangladesh in Ankara is going to appoint **one Administrative Assistant**. In this regard, the Embassy is inviting applications from the interested Turkish nationals for this post. **Only short-listed candidates will be called for interview.**

Responsibilities:

1. Communication with the consultant, the contractor as well as other parties involved in the construction of the Bangladesh Chancery Complex in Ankara;
2. Performing Embassy jobs, which are administrative and technical in nature;
3. Performing any other job as assigned by the authority of the Embassy;

Qualifications:

1. Good knowledge of English especially with good speaking & writing skills;
2. Experience of work in the Embassy and/or International Organization;
3. A 4-year degree in Civil/Electrical Engineering;

Benefits:

Monthly salary will be negotiable.

Deadline for Application:

Applications in English, together with a CV and other documents that the applicant may wish to submit with the subject heading (for e-mail) "Application for the Post of Administrative Assistant", should reach the Embassy by post or by e-mail by no later than 15 June, 2017.

Postal address: Embassy of Bangladesh
Birlik Mahallesi, Cadde- 391, No: 16
Cankaya, Ankara;

E-mail address: bdootankara@ttmail.com



(Sabuj Ahmed)
Second Secretary and HOC

Distribution:

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