

EMBASSY OF THE REPUBLIC OF TÜRKİYE IN WARSAW

OFFICE OF THE COMMERCIAL COUNSELLOR

Job Announcement

Office of the Commercial Counsellor of the Republic of Türkiye in Warsaw will recruit a local secretary.

I) Job Description:

- Carrying out the secretary services of the Counsellor's Office,
- Providing all kinds of communication services
- Preparation of weekly agenda and meeting calendar
- Scheduling appointments and making necessary arrangements for visits to the Trade Counsellor's Office,
- Managing and tracking email/document flow,
- Organizing visits to Poland by representatives of the Ministry's central organization,
- Managing health services, ID, license plate, and other official transactions for office staff,
- Assisting with procedures related to administrative accounts, inventory, and other office operations,
- Assisting with office management,
- Performing other duties assigned by the Counsellor/s.

II) Qualifications Required for Candidates:

1. An undergraduate degree (preferably in the fields of economics, management, international relation, international trade or/and business, public administration, political science, Turkology).
2. Experience in the fields of economy, commerce (preferably research and reporting, statistics, consulting, event organization, advertisement and promotion, communication and public relation).
3. High level language skill of English (communicating in Polish is obligatory for the candidates of Turkish, Polish and other nationalities; Turkish language knowledge is preferential).
4. Ability to conduct academic research and prepare reports.
5. Sufficient knowledge and experience in using computers, especially office programmes.
6. Representational qualities required for the job.
7. Having Polish citizenship or having a residence and work permit for non-Polish citizens.
8. Having the physical and mental abilities required by the working conditions.
9. Having no criminal record.

III) Documents required for application:

1. An application letter in Turkish or English (including contact details such as address, phone number, and e-mail),
2. An updated CV in Turkish or English,

3. The original ID or photocopy of front and back sides of ID (the original document must be presented at the time of application).
4. The original undergraduate diploma or copy of the diploma (the original document must be presented at the time of application).
5. For non-Polish citizens, a document showing residence and work permit,
6. Reference letter (if available).
7. Two passport-size (biometric), color photos taken within the last 6 months

Candidates applying by post are obliged to present the original documents afterwards, the copies of documents given 3, 4, 5 can be sent by post to the address provided at the end of announcement).

IV) Application Deadline:

The deadline for application is Friday, 21 March 2025, and applications made after this date will not be taken into consideration. Candidates are required to prepare the necessary documents in pdf format and send them to varsova@ticaret.gov.tr by the end of working hours on 21 March 2025. If there are not enough applications by the deadline, the application period will be extended for another 10 days.

V) Examination:

Once the applications have been received, the candidates who meet the requirements set out in the application will be invited to oral exam. Date will be announced in due time following the application deadline.

Original passport or ID should be presented before the exam.

Location for the exam:

The oral exam will be held at the Office of the Commercial Counsellor in Warsaw (ul. Wspolna 35/14 00-519 Warsaw).

Tel: +48 22 646 14 08

E-mail: varsova@ticaret.gov.tr

VI) Warning:

Legal action will be taken against those providing false information. Their appointments will be cancelled if they have been made, and any compensation paid by the administration will be reclaimed with legal interest.

VII) Contact:

Address: Office of the Commercial Counsellor in Warsaw / ul. Wspolna 35/14 00-519 Warsaw

E-mail: varsova@ticaret.gov.tr