



## *Embassy of Ethiopia*

### **VACANCY ANNOUNCEMENT**

*The Embassy of the Federal Democratic Republic of Ethiopia in Washington DC has a vacancy for a local staff to fill the following position:*

1. Position: **Liaison Officer**

*The successful applicant will be required to work 8 hours daily and 5 days a week.*

2. *Qualifications required*

- *5 Years or above relative experience.*
- *College diploma/ Bachelor degree.*
- *Good communication and interaction with Employee, Foreign office and other service rendering organization .*
- *Good command of data analysis skill, skill full on computer and team work.*

**The key responsibilities of the position:**

- *Act as a contact person between Embassy and hosting country government and private sectors.*

- *Liaise with the related organization facilitating visa for diplomat spouses and dependents upon to their arrival.*
  - *Highly-developed communication and time management skills. Warm and friendly to all employee and customers.*
  - *Ability to use and manage Foreign Affairs and department of Immigration and border protection websites.*
  - *A good moral character.*
  - *Set up and maintain files, reports correspondence related to service rendering and miscellaneous information in an organized fashion.*
  - *Perform various clerical and administrative functions,*
  - *Performer all other duties given to him*
3. *Experience: Working in Embassy or other company is appreciated.*
  4. *Salary: As pair the standared scale*
  5. *Application date:- October 15-25/2017*

*Interested applicant are required to sent the copy of CV and diploma by using the following address.*

Contact: : 202 274 4544,e-mail [shiferaw@ethiopianembassy.org](mailto:shiferaw@ethiopianembassy.org)  
 Address: 3506 international Dr. NW Washington Dc zp 20008

