

THE REPUBLIC OF TURKEY
OFFICE OF THE COMMERCIAL COUNSELLOR
OF THE TURKISH EMBASSY IN QUITO

ANNOUNCEMENT FOR PERSONNEL RECRUITMENT

12/12/2019

GENERAL INFORMATION ON APPLICATION:

- One personnel will be employed full time as a “Local Administrative Personnel” at the Office of the Commercial Counsellor of the Turkish Embassy in Quito (female and male candidates may apply). The details are given below.

i) Job Description:

The personnel to be employed ensures the internal and external contact of Commercial Counsellor by telephone or other means, arranges his appointments and manages his agenda, prepares and disseminates correspondence, prepares reports or documents or supports him to complete them, performs administrative tasks, assists those who come to the Office for visiting or for business meetings, does other works related to the Commercial Counsellor activities (such as informing a company) and other duties assigned by the Commercial Counsellor.

ii) Qualifications and Basic Skills for Applicants:

1. To be graduated from higher education institutions with at least undergraduate degree or equivalent foreign education institutions,
2. To have an interest in the economic and commercial affairs,
3. Knowledge of Spanish at the mother tongue level and fluency in English. (Knowledge of Turkish might be a plus).
4. To be able to conduct academic research and prepare reports and papers,
5. To have sufficient knowledge and experience in computer use (proficiency in MS Office Programmes),
6. To have good organizational & communication skills,
7. To have the required qualifications of representation,
8. To have good health conditions,
9. To have good physical and mental abilities required by working conditions,
10. To have Ecuadorian citizenship or legal residence and/or work permit,
11. Not to have criminal and judicial record,
12. To have completed or postponed obligatory military service and provide necessary documents to that effect if Turkish national candidate is a male.

iii) Documents Required for Application*:

The deadline for the application is **the end of working hours on Tuesday, Enero 7, 2020**, and applications after this date will not be considered. Candidates with the above qualifications and basic skills should provide the requirements below:

1. CV in English (the CV must include contact information such as address, phone number, e-mail address and photo taken in the last six months),
2. Identity document (identity card or passport). In case the identity document is issued by any language other than English or Spanish, Turkish translation will be added.
3. Certificates of graduation (diploma) from the last graduated schools. In case the certificates are not in English or Spanish, Turkish translation will be added.
4. Documentation showing that there is no criminal and judicial record.
5. If any, reference letter in Spanish, English or Turkish.
6. If any, available certificates in related fields such as economic and commercial affairs.

**Candidates who have the above-mentioned requirements should apply to the Office of the Commercial Counsellor of the Turkish Embassy in Quito via e-mail (quito@trade.gov.tr) no later than the end of working hours of Enero 7, 2020, with the pdf version of the documents mentioned above. The exam date and details about the exam will be communicated later to the candidates via e-mail whose applications are deemed suitable. Originals of these documents and their one (1) photocopy should be presented before the exam as well.*

DISCLAIMER

Legal proceedings shall be made against those who give false documents or declarations; if their appointments are made, their appointments shall be cancelled, and if any amount is paid to them by the Administration, this amount shall be compensated together with the legal interest.

OFFICE OF THE COMMERCIAL COUNSELLOR OF
THE EMBASSY OF THE REPUBLIC OF TURKEY IN QUITO

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