

## VACANCY NOTICE

### Assistant Commercial Counsellor - Cyprus Trade Center (CTC) Tel Aviv

#### 1. We Are

The Cyprus Trade Center (CTC) operates under the auspices of the Cyprus Ministry of Energy, Commerce and Industry as the commercial and economic section of the Embassy of Cyprus in Tel Aviv. It is one of the thirteen trade promotion missions of the Republic of Cyprus worldwide.

Core activity areas of CTC Tel Aviv

- Furthering the exports of Cypriot products and services to the Israeli and Palestinian markets
- Encouraging and facilitating foreign investment to Cyprus
- Promoting Cyprus as an international business centre
- Liaising between stakeholders on bilateral and regional energy affairs and enabling commercial opportunities in the field
- Promoting cooperation in the fields of research and innovation

#### 2. We Propose

CTC Tel Aviv is seeking to recruit an Assistant Commercial Counsellor. Under the guidance of the Commercial Counsellor, the incumbent will perform the following duties:

- Handling incoming administrative and operational requests
- Overseeing requests from Cypriot exporters and service providers; assisting in the identification of local partners and tracking progress
- Assisting in event planning, promotion and execution
- Assisting in logistics planning for incoming or outgoing delegations and/or guests
- Developing content and administering the Center's webpage and social media accounts
- Overall administrative management; including filing, agenda management, budget control etc
- Collecting market data for specific economic sectors
- Assisting in the drafting of reports (ad-hoc, annual etc)
- Representing the CTC in events and meetings
- Any other related task as assigned by the supervisor

#### 3. We Look For

The jobholder must be a legal resident of the State of Israel and must have fulfilled any obligations imposed by the applicable laws concerning military service.

##### Eligibility Criteria

- Bachelor's Degree in Management, Public Administration, Business Administration, Marketing, Public Communications or other related fields
- Fluent written and oral command of the English and Hebrew languages
- At least 2 years of work experience in similar functions
- Excellent organisational skills

- Advanced knowledge of office software (such as MS-Office) and general technological aptitude

#### **Advantageous Criteria**

- Knowledge of Greek and/or Arabic will be assessed favourably
- Master's degree in a relevant discipline will be considered as an asset
- Experience in working in an international environment dealing with a diverse range of stakeholders will be considered as an advantage

#### **4. Conditions of Employment**

The incumbent will be recruited under the Terms of Employment of Local Staff for Cyprus' Diplomatic Missions Abroad.

The jobholder will be offered a 1-year contract, subject to annual renewal(s) upon the requirements of the office and satisfactory performance.

The gross monthly salary for the position is set to 11,212 ILS.

#### **5. Application Procedure**

- i. Applications must be submitted via email, to: [recruitment@cyprustradecenter.co.il](mailto:recruitment@cyprustradecenter.co.il) by **Sunday, 10 November 2019 (closing time 23:59 Tel Aviv time)**, using the subject title: 'CTC Tel Aviv – Assistant CC'.

For applications to be valid, candidates must submit the following documents (in .pdf or .doc format):

- Clean criminal record certificate
  - Passport copy
  - Copies of academic qualifications
  - CV – *including up-to-date contact details*
  - 2 recommendation letters **or** the contact details of 2 persons who may provide recommendation letters upon request
- ii. Upon competitive selection, shortlisted candidates will be invited for an interview and/or a written examination. The specific date and time will be set at a later stage and the qualified candidates will be informed accordingly.

For verification purposes, the original documents listed in Paragraph (i) will have to be presented at the interview stage.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.