



## VACANCY NOTICE

### Assistant to the 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 fourteen 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 with 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 to the 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
- Creating content and administering the Center's webpage and social media profiles
- 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 and the Head of Mission.

#### 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

1. Candidates must have a level of education and work experience corresponding to:
  - a. completed university studies of at least three years attested by a Bachelor's Degree diploma (in Management, Public Administration, Business Administration, Communications, Marketing or other related fields) and at least 2 years of work experience in similar functions.  
  
***OR** in lieu of the above,*
  - b. secondary education attested by a diploma giving access to post-secondary education and at least 4 years of work experience in similar functions.
2. Fluent written and oral command of the English and Hebrew languages
3. Excellent organisational skills
4. Advanced knowledge of office software (such as MS-Office) and general technological aptitude

## Advantageous Criteria

1. Knowledge of Greek and/or Arabic will be assessed favourably
2. Master's degree in a relevant discipline will be considered as an asset
3. 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.

Benefits and allowances according to Israeli law apply.

## 5. Application Procedure

- i. Applications must be submitted via email, to: [recruitment@cyprustradecenter.co.il](mailto:recruitment@cyprustradecenter.co.il) by **Monday, ~~5 April 2021~~ 19 April 2021** (closing time 16:30 Tel Aviv time), using the subject title: 'CTC Tel Aviv – Assistant'.

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

- Passport copy
- Copies of educational 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.

The original documents listed in Paragraph (i), as well as a Clean Criminal Record certificate, will have to be presented for verification purposes, before signing a contract.

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