

**Embassy of Bangladesh  
Ankara Turkey**

**Vacancy Announcement**

The Embassy of Bangladesh is going to appoint a **Personal Aide to Ambassador**. In this regard, the Embassy is inviting applications from the interested

**female Turkish nationals with maximum age limit up to 35 years old** for this post. Only short-listed candidates will be called for interview.

Incumbent of this position will serve as the aide to the Ambassador in the performance of the full range of secretarial, protocol and administrative functions essential for the efficient operation of the Ambassador's Office.

**Required Qualifications:**

Education: Completion of 4-year degree in Secretarial Science or Business Administration

Prior Work Experience: A minimum of two years of work experience

Language Proficiency: Fluent level of oral and writing ability in Turkish and English

Skills and Abilities: The candidate must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The candidate must be proficient in using the Internet and E-mail and ready to travel at any time.

**Deadline for Application:**

Applications in English, together with a CV and other documents that the applicant may wish to submit with the subject heading "**Application for the Post of Personal Aide to Ambassador**" should reach to the Embassy by e-mail ([bdootankara@ttmail.com](mailto:bdootankara@ttmail.com)) by no later than 17 December 2020.