

Embassy of the Republic of Malawi

JOB VACANCY: Local Secretary

The Embassy of Malawi in Cairo invites applications from suitably qualified and experienced persons to fill the post of Local Secretary

Key Duties and Responsibilities

- Serving as the Mission's Secretary
- Preparing the Mission's correspondences
- Organising meetings and conferences
- Managing schedules
- Translating correspondences

Qualifications

- Relevant Bachelor's degree

Experience

At least five years of experience in related position

Language

- Excellent in English and Arabic (Speaking, Reading and writing)

Competences

- Interpersonal Communication skills
- Business Communication skills
- Computer skills

Other Requirements

- Ability to work with minimum supervision and under pressure.
- Be willing to work at odd hours, during public holidays and weekends.
- Team worker and good networker.

Required Documents

- Application Letter
- Curriculum Vitae
- Copies of certificates
- Reference Letter
- Criminal record clearance.
- Health report
- Copies of Personal ID
- Contacts of three traceable referees

Deadline for submission

- 20th December, 2017

Reporting Date

- Second week of January, 2018

Those interested should send their applications marked "**Post of Local Secretary**" to:

The Ambassador,
Embassy of the Republic of Malawi
13 El- Fallah Street, Off Shehab Street
Mohandessin, Giza, Egypt.

Email: Malawiembcairo@gmail.com

N.B: Only short listed candidates will be called for interviews.

Embassy of the Republic of Malawi

JOB VACANCY: A Driver

The Embassy of Malawi in Cairo invites applications from suitably qualified and experienced persons to fill the post of a Driver.

Key Duties and Responsibilities

- Running authorized errands
- Maintenance the good condition of the vehicle.

Basic Requirements

- Clean driving license.
- Not less than 30 years old.
- Good command of English and Arabic (verbal and written).
- At least five years' experience in driving executives.
- Good communication and interpersonal skills.
- Ability to work with minimum supervision and under pressure.
- Be willing to work during odd hours, public holidays and weekends.

Required Documents

- Application Letter
- Curriculum Vitae
- Copies of certificates
- Reference Letter
- Criminal record clearance.
- Health report
- Copies of Personal ID
- Contacts of three traceable referees

Deadline for submission

- 20th December, 2017

Reporting Date

- Second week of January, 2018

Those interested should send their applications marked "**Post of Driver**" to:

The Ambassador,
Embassy of the Republic of Malawi
13 El- Fallah Street, Off Shehab Street
Mohandessin, Giza, Egypt.

Email: Malawiembcairo@gmail.com

N.B: Only short listed candidates will be called for interviews.