

Job Vacancy – Embassy of Poland
Liaison Officer/Administrative Assistant

The Embassy of the Republic of Poland in Islamabad is looking for Liaison Officer/Administrative Assistant

The job will involve:

- Administrative tasks of Embassy;
- Dealing with FBR for tax related matters;
- Dealing with custom clearing agents for smoothly delivering the shipments to the Embassy;
- Dealing with Customs;
- Dealing with vehicle matters, car registry etc.;
- Getting approval for items being used in the premises of the Embassy;
- Dealing with insurance matters;
- Liaison with the officials of Capital Development Authority, DPolice etc.;
- Liaison with Visa section from MoFA head quarter and camp offices;
- Sending entries for guests as well as laborers to the Diplomatic Enclave Police;
- Dealing with Procurement related matters;
- Dealing with the invoices of Electricity, Sui gas, Mobile phone, Land line, Internet, Garbage and Water etc.;
- Driving the official vehicles of Embassy;
- Other tasks may be delegated.

It's of highest importance that you have a high sense of service

Qualifications required:

- The applicant should have minimum Bachelor's degree;
- The applicant should be a Pakistani citizen;
- Excellent in English and Urdu both oral and written;
- IT proficiency;
- Driving License;
- Candidate having experience in a similar position or field will be an advantage;
- Good interpersonal skills and team player abilities;
- A high sense of responsibility and time management.

Employment conditions

- You will be offered full-time temporary employment of Three (03) months' probation with the possibility of extension;
- Your standard working hours will be 40 hours per week, but flexibility and work outside office hours and during weekends can be required;
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process

Please send your application including cover letter, bio-data, a recent photograph, two work-related references from previous employer, proof of relevant education, contact details including telephone number and email.

Please address your application to Head of Administration and Finance Embassy of the Republic of Poland, Islamabad, Diplomatic Enclave II P.O. Box 1032, Islamabad or by E-mail to islamabad.amb.sekretariat@msz.gov.pl
The deadline of application is 15th of March 2022.

Bite: Only shortlisted applicants will be contacted for interviews