



## **JOB VACANCY ANNOUNCEMENT (FOREIGN-NATIONAL SECRETARY)**

The Embassy of the Republic of Türkiye in Oman is seeking to recruit a committed and motivated candidate for a secretarial position (non-Turkish citizens)

### **Requirements:**

- Professional command in both English and Arabic languages (command of Turkish language is preferable)
- Graduate of a bachelor degree or higher
- Having proof of eligibility for work in the Sultanate of Oman
- No older than 41 years of age
- No criminal record
- Medically cleared for work
- General computer literacy as well as proficiency in Office applications (Word, Excel, Powerpoint, Outlook etc.)
- Strong communication and people skills
- Ability to work under stress, tight schedules, flexible working hours,
- Ready to assume clerical, administrative, correspondence, organizational and similar secretarial duties,

Candidates should send their CV's to [embassy.muscat@mfa.gov.tr](mailto:embassy.muscat@mfa.gov.tr) by 15 July 2023. Personal application or CVs posted as social media messages will not be accepted. Admissible applicants will be directly contacted by the Embassy.