



MINISTERIO
DE ASUNTOS EXTERIORES, UNIÓN EUROPEA
Y COOPERACIÓN

EMBAJADA DE ESPAÑA EN
DHAKA

Offer for Technical Assistant posts

The Embassy of Spain in Bangladesh hereby announces the publication of two Technical Assistant posts to be covered at the consular section of the Embassy.

Requirements:

- Motivated, cooperative and team player
- Basic knowledge of MS Excel, MS Office, MS Outlook, MS Access
- Fluent in both English and Bangla
- Knowledge of Spanish is an added value

Content of the duties:

- Technical support to the Consular Section
- Translation of Documents and Interviews
- Receipt and Delivery of Documents in the Consular Section

Duration of Contract:

1 post of 4 months only - tentatively May 15 2024 – September 15 2024

1 post of 2 months only - tentatively May 15 2024 – July 15 2024

Maximum Budget (inc. taxes):

Post of 4 months: 4800 USD – Four Thousand Eight Hundred USD only for the entire period

Post of 2 months: 2400 USD – Two Thousand Four Hundred USD only for the entire period

Deadline to apply:

May 9th 2024, 23:59

Contact details:

Email: emb.dhaka@maec.es

Phone numbers: (02) 8881921-6

GABRIEL MARÍA SISTIAGA OCHOA DE CHINCHETRU
AMBASSADOR OF SPAIN



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