



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:

4 months only - tentatively December 15 2023 – April 15 2023

Maximum Budget (inc. taxes):

4800 USD – Four Thousand Eight Hundred USD only for the entire period

Deadline to apply:

November 26th 2023, 23:59

Contact details:

- Email: emb.dhaka@maec.es
- Phone numbers: (02) 8881921-6

