



No. 19.01.9001.100.23.001.23/450

Date: 18 January 2024

**Vacancy Announcement for the post of "Receptionist"**

The Embassy of Bangladesh in Ankara, Türkiye is looking for a suitable person for the post of "Receptionist" for the Bangladesh Embassy, Ankara on an urgent basis. The candidate will be selected after an interview by the selection board. Interested candidate may apply for the post of "Receptionist" along with the following documents:

- CV (Bio-data)
- Educational Certificate
- Two passport size color photographs
- Copy of passport/Turkish Identity card

02. His/her duties and responsibilities will include working as a Receptionist and other duties assigned by the Ambassador. Proficiency in Turkish and English is a requirement.

03. All application should be sent to the following address within 31 January 2024.

Embassy of Bangladesh  
Oran Mahallesi, Kiliç Ali Cad, No: 14  
Çankaya/Ankara  
E-mail: [mission.ankara@mofa.gov.bd](mailto:mission.ankara@mofa.gov.bd)

(Md. Rafiqul Islam)  
Second Secretary & HOC