



Employment Opportunity

The Permanent Mission of the People's Republic of Bangladesh to the United Nations in New York would like to invite applications for the position of a **Social Secretary to the Ambassador and Permanent Representative of the Mission**, with immediate effect. The Mission is looking for motivated individual, who is adaptable and dedicated to working in fast-paced, multicultural environment.

Interested individuals are requested to send their application to the Mission at **bdpmny@gmail.com by Monday, 27 May 2024.**

Duties and Responsibilities:

- Maintain and schedule appointment for Ambassador and Permanent Representative.
- Provide proactive, cordial, and gracious responses to telephone or written inquiries and requests destined to the Ambassador's official telephone and official email address.
- Regularly update the contact details of other Missions and UN offices.
- Accord necessary support and assistance in planning, managing and executing events approved by the Mission.
- Plan and execute social events at the Mission/Ambassador's Residence.
- Welcome guests at high-level events at the Mission/Ambassador's Residence.
- All other secretarial tasks as per the rules and regulations of the Mission.

Essential qualifications, Skills and Qualification:

- Bachelor's Degree (preferably in International Relations)
- Preferably two years of Experience
- Fluent in English (both written and spoken)
- Good knowledge of Computer (Word, Excel and Internet, etc.).
- USA Citizenship/Permanent residence or legally authorized to work in USA (preferable). Previous experience working in the Mission or other international organization is preferred.
- The ability to work independently and to react to situations which may arise, without constant supervision.
- Must be able to interact and communicate with individuals at all levels, and the ability to develop a personal network.
- Must be available to work evenings, weekends and holidays, as and when necessary.
- Strong interpersonal skills and ability to handle multiple tasks simultaneously
- Strong interest and willingness to share knowledge with- and learn from-colleagues.
- Ability to work in a team environment.

Salary:

As per the rule of the Mission

Additional Information:

This is a full-time position. The working hours are Monday to Friday from 09:30am 05:30pm. However, the position may demand working beyond office hours occasionally.

Applicants are requested to send a copy of their Curriculum Vitae with a recent photo and contact details of two references with legal status of US Citizenship or Permanent residence/valid work authorization card to the Mission at bdpmny@gmail.com. Shortlisted applicants will be contacted directly by the Mission for an interview,

This opportunity is closed to applications.

