



**MALAWI EMBASSY
CAIRO**
سفارة ملاوي بالقاهرة

VACANCY

The Embassy of the Republic of Malawi in Cairo invites applications from suitably qualified candidates to fill the position of **Ambassador's Secretary/Translator**.

Job Description

The Ambassador's Secretary/Translator shall among other things be responsible for the following:

- i. Translation and interpretation of all official documents;
- ii. Managing all incoming and outgoing correspondences;
- iii. Managing appointments and meetings for the Ambassador;
- iv. Make travel arrangements for the Ambassador;
- v. Note making during Ambassador's meetings;
- vi. Prepare reports and correspondences for the Ambassador;
- vii. Ensuring cleanliness and tidiness of Ambassador's office;
- viii. Handling protocol issues in consultation with Head of Chancery;
- ix. Taking charge of confidential registry;
- x. Any other duties as may be assigned from time to time.

Mandatory Requirements

- i. Fluent in both Oral and written English and Arabic;
- ii. Minimum academic qualification of Diploma in Secretarial Studies or any other related field;
- iii. Must be Female Egyptian national or any nationality with valid resident permit;
- iv. Must have computer skills and competent in Microsoft Office modules;
- v. Must have police clearance report;
- vi. Must have minimum experience of 5 years on similar position

Applicants should submit their curriculum Vitae with a cover letter addressed to the **Ambassador** through the following emails address: fsa@malawiembassycairo.org

Deadline for receiving applications is **25th February, 2025**.