Job Offer for an Estonian-Speaking Political, Economical and Cultural Assistent

The Embassy of the Czech Republic in Estonia is looking for an Estonian-speaking Political, Economical and Cultural Assistant to join the team.

Job description

If you want to work with diverse tasks and you are looking for a challenging job in an international environment, this might be the right position for you.

Your tasks will primarily include:

- Media monitoring and daily/monthly overview of developments in internal as well as in foreign policy, legislation, economy etc.;
- Helping Czech businesses find partners in Estonia;
- Facilitating bilateral relations with preparing the programme for guests/delegations or cultural exchanges;
- Actively participating in preparing and coordinating cultural events.

Requirements

You will be part of the team where the working language is English. More specifically we expect you to:

- Have a higher education (Master’s degree is a great benefit)
- Know MS Office
- Be fluent in Estonian and in English
- Have interest in politics and international relations
- Preferably have knowledge of the Estonian Public Administration system
- Be motivated and able to work independently

Embassy offers

You will be working as a local employee at the Czech Embassy in Lahe 4, Kadriorg. The workweek at the Embassy is 40 hours per week with the daily lunch break (30 minutes). Estonian employment rules and legislation will apply.

We expect your CV and a cover letter in English with relevant information about education, previous employments and language skills sent to the Embassy at e-mail address: tallinn@embassy.mzv.cz with the subject titled “Job Offer”.

Applications should reach the Embassy no later than 20 June 2020. We will conduct interviews on an ongoing basis until we have the right candidate.
We expect you will join our team in September 2020.

Additional information about the position can be obtained by e-mail: commerce_tallinn@mzv.cz or by telephone (+372) 6274 404.