



## HONORARY CONSULATE OF THE KINGDOM OF TONGA CYPRUS

**Position:** Administration Officer (Internship)

**Organization:** Consulate of the Kingdom of Tonga in Cyprus

**City/Country:** Nicosia/Cyprus

**Summary:** The Honorary Consulate of the Kingdom of Tonga is designated to work closely with the Ministry of Foreign affairs of the Kingdom of Tonga and His Majesty's Government to implement the foreign policy of the Kingdom.

**Job Description:** The Administration Officer, in coordination with the Honorary Consul, will have the following office responsibilities:

- Communicate and manage correspondences with various ministries, embassies and other authorities including with Social Services, the Public and International Institutions (E.U., U.N. etc.)
- Collaborate with other members of the staff on the execution of office operations
- Schedule, record minutes, prepare briefs or attend meetings and other activities of the Consulate
- Assist in drafting press releases
- Assist with the planning and organizing of events

**Duration:** The Internship is unpaid and will last from 3 to 6 months.

**Good knowledge of English is essential**

Please send us your CV to the email address: [info@consulatekot.eu](mailto:info@consulatekot.eu) with a subject line "Administration Officer (Internship)".

Contact number: +357 22.504.314