



FONDAZIONE
NOSTRA SIGNORA DEL BUON CONSIGLIO

Dedicata all' Educazione, Dedicata alla Salute

IL PRESIDENTE

Prot. n. 093/18

ANNOUNCEMENT

In search of a University Language Centre Secretary

Our Lady of Good Counsel Catholic University is in need of a secretary for the Language Centre. The full-time contract will be for one (1) year, with a probation period of three (3) months.

The Candidates must have the following:

- **A degree in English Language / C1 in English Language (International Certificate). A study program in English.**
- **Excellent knowledge in the Italian and Albanian language.**
- Work experience in the field of administration.
- Team work skills.
- Good communication and organizational skills.

The candidates must provide the following documents, in a closed envelope, addressed to the office of the President of Our Lady of Good Counsel Catholic University **by July 20, 2018 (No later than 5.00 p.m.):**

- A signed curriculum vitae.
- An authentic copy of the mandatory degrees, including marks.
- An authentic copy of any other degrees the candidate may possess.
- A copy of valid identification
- Documents of any other linguistic experiences, certificates of attendance etc.

Incomplete applications will not be accepted. All required documentations must be included and they must be valid.

We will be in touch with the chosen candidates in the following days.

Please include with your application the following information: name, surname, address, telephone number, email address, and the position in which you are applying to.

Tirana 28.06.18

Fr. Daniele Bertoldi

