



## Chief Officer Personal Assistant

Ethio telecom is looking for young, energetic and customer focused professional, to increase its customer services provisioning to the level of ethio telecom customers expectation. Hence, young and competent graduates capable of working in the ever-growing telecom industry are invited to apply for the below job opening before the closing date.

### Required Qualification and Relevant Experience:-

BA Degree in Administrative office management or related field or Level V in related fields with Zero Year experience Or

College Diploma, 10+3 or Level III/above in secretarial science and Office management with 2 years' experience as a personal Assistant.

**N.B.** COC is mandatory for level V applicant

### Application Tips: –

- Salary: – As per company's salary scale.
- Applicants who submit false or forged documents will be disqualified at any time confirmed.
- Female applicants are encouraged to apply.
- Only short-listed candidates will be contacted.

Employment Type: Permanent

Job Title: Chief Officer Personal Assistant

Job Location: Addis Ababa

Vacancy Code: EVA-P&E and NO&SM-50-2020

**Required Education Level:** 10+3 (https://www.ethiotelecom.et/required-education-level/103/) BA Degree (https://www.ethiotelecom.et/required-education-level/ba-degree/) Diploma (https://www.ethiotelecom.et/required-education-level/diploma/) Level III (https://www.ethiotelecom.et/required-education-level/level-iii/) Level IV (https://www.ethiotelecom.et/required-education-level/level-iv/) Level V (https://www.ethiotelecom.et/required-education-level/level-v/)

**Required Field of Study:** Administrative office management (https://www.ethiotelecom.et/required-field-of-study/administrative-office-management/) Secretarial Science & Office Management

**Vacancy Opening Date:** 02-September-2020

**Vacancy End Date:** 11-September-2020

### Apply for this position

First Name \*

Father Name \*

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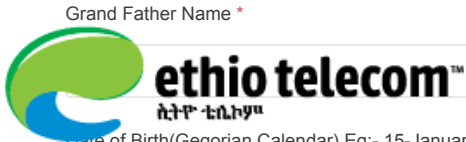
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[Ethio telecom 2012 EFY \(2019/20\) Annual Business Performance Summary Report \(https://www.ethiotelecom.et/ethio-telecom-2012-efy-2019-20-annual-business-performance-summary-report/\)](https://www.ethiotelecom.et/ethio-telecom-2012-efy-2019-20-annual-business-performance-summary-report/)

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(https://www.ethiochatroom.com)





Grand Father Name \*

Date of Birth(Gegorian Calendar) Eg:- 15-January-1989 \*

(<https://www.ethiotelecom.et>)

Gender \*

Male  Female

Phone Number \*

Fixed Tel. Number

Email \*

Education Level \*

Field of Study \*

Write You Field of Study Below if not listed on the above field

CGPA \*

Awarding University/College \*

Date of Graduation(Eg:-13-July-2016) \*

Previous Work Experience(Mention your position, employer, position start and end date)

Upload CV/Resume \*

No file chosen

Allowed Type(s): .pdf, .doc, .docx

By using this form you agree with the storage and handling of your data by this website. \*

SUBMIT

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