



Erasmus+

ERASMUS Placement Offer Form

EMPLOYER INFORMATION	
Name of Organization	Hellenic Ministry of Foreign Affairs
Address	1, Akadimias Str.
Postal Code	106 71
City	Athens
Country	Greece
Telephone	+30 210 3681000
Fax	+30210 3681717
PIC NUMBER	-
e-mail	st1gram@mfa.gr
Website	www.mfa.gr www.agora.mfa.gr
Number of Employees	
Year of Foundation	
Contact Person	Georgios Gaitanis
Department/Function	ST1 Directorate of Personnel
Direct Telephone Number	
Direct Mobile	
Direct e-mail address	
Short Description of the Company	The Economic and Commercial Affairs Offices

(Please attach profile of your company, max 1 page)	form part of the Diplomatic Authorities of Greece. Their primary role is to enhance the trade and economic interests of the Hellenic Republic in the respective country, through promoting and facilitating the expansion of Greek exports of goods and services, monitoring imports, attracting foreign investment in Greece and enhancing bilateral business cooperation. (See attached document for more details)
Other	

PLACEMENT INFORMATION	
Number of positions offered for student placement	1 student per ECA (Economic and Commercial Affairs) Office In total 23
In the Department/Function (where the position is offered)	Economic and Commercial Affairs Office
Description of activities the student will be involved in	<ul style="list-style-type: none"> - communicating with Business Associations and Government bodies - monitoring daily economic press; - writing reports and conducting market research; - attending various meetings/conferences; - supporting visits of Greek officials and business delegations to the receiving country; - responding to various info requests about Greece and Greek business environment; - responding to various info requests about the respective country and its business environment - dealing/witnessing economic diplomacy issues in the respective country
Duration	3 – 6 months
Working Hours/Weekly Hours	6-8 hrs
City	See attached list
Help with finding Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No X
Financial Contribution	<input type="checkbox"/> Yes € <input type="checkbox"/> No X
Other	
REQUIREMENTS	

Study Field	Postgraduate students or senior year undergraduate students
Oral and Written Language Skills	<input type="checkbox"/> Greek (level: Native speaker) <input type="checkbox"/> English (level: C2) <input type="checkbox"/> French (level:) <input type="checkbox"/> German (level:) <input type="checkbox"/> Other Ability Knowledge of the local language (in the receiving country) will be highly appreciated
Computer Skills	Windows, MS Office
Drivers license	<input type="checkbox"/> Yes <input type="checkbox"/> No X
Other	

Place__Athens_____Date__01/02/2016_____

Signature_____

Table A - Fields of Education & Training

X	Description
	General Programmes
	Basic/broad, general programmes
	Basic/broad, general programmes
	Literacy and numeracy
	Literacy and numeracy
	Personal skills
	Personal skills
	Education
	Teacher training and education science
	Teacher training and education science (broad programmes)
	Teaching and training
	Education science
	Training for pre-school teachers
	Training for teachers at basic levels
	Training for teachers with subject specialisation
	Training for teachers of vocational subjects
	Teacher training and education science (others)
	Humanities and Arts
	Arts
	Arts (broad programmes)
	Fine arts
	Music and performing arts
	Audio-visual techniques and media production
	Design
	Craft skills
	Arts (others)
	Humanities

	Humanities (broad programmes)
	Religion
	Foreign languages
	Mother tongue
	History and archaeology
	Philosophy and ethics
	Humanities (others)
	Social sciences, Business and Law
X	Social and behavioural science
	Social and behavioural science (broad programmes)
	Psychology
	Sociology and cultural studies
	Political science and civics
X	Economics
	Social and behavioural science (others)
	Journalism and information
	Journalism and reporting
	Library, information, archive
	Journalism and information (others)
X	Business and administration
	Business and administration (broad programmes)
	Wholesale and retail sales
	Marketing and advertising
	Finance, banking, insurance
	Accounting and taxation
	Management and administration
	Secretarial and office work
	Working life
	Business and administration (others)
	Law
	Law
	Science, Mathematics and Computing
	Life science
	Biology and biochemistry
	Environmental science
	Life science (others)
	Physical science
	Physical science (broad programmes)
	Physics
	Chemistry
	Earth science
	Physical science (others)
	Mathematics and statistics
	Mathematics
	Statistics
	Mathematics (others)
	Computing
	Computer science
	Computer use
	Computing (others)
	Engineering, Manufacturing and

	Construction
	Engineering and engineering trades
	Engineering and engineering trades (broad programmes)
	Mechanics and metal work
	Electricity and energy
	Electronics and automation
	Chemical and process
	Motor vehicles, ships and aircraft
	Engineering and engineering trades (others)
	Manufacturing and processing
	Manufacturing and processing (broad programmes)
	Food processing
	Textiles, clothes, footwear, leather
	Materials (wood, paper, plastic, glass)
	Mining and extraction
	Manufacturing and processing (other)
	Architecture and building
	Architecture and town planning
	Building and civil engineering
	Architecture and building (others)
	Agriculture and Veterinary
	Agriculture, forestry and fishery
	Agriculture, forestry and fishery (broad programmes)
	Crop and livestock production
	Horticulture
	Forestry
	Fisheries
	Agriculture, forestry and fishery (others)
	Veterinary
	Veterinary
	Health and Welfare
	Health
	Health (broad programmes)
	Medicine
	Nursing and caring
	Dental studies
	Medical diagnostic and treatment technology
	Therapy and rehabilitation
	Pharmacy
	Health (others)
	Social services
	Child care and youth services
	Social work and counselling
	Social services (others)
	Services
	Personal services
	Personal services (broad programmes)
	Hotel, restaurant and catering
	Travel, tourism and leisure
	Sports

	Domestic services
	Hair and beauty services
	Personal services (others)
	Transport services
	Transport services
	Environmental protection
	Environmental protection (broad programmes)
	Environmental protection technology
	Natural environments and wildlife
	Community sanitation services
	Environmental protection (others)
	Security services
	Security services (broad programmes)
	Protection of persons and property
	Occupational health and safety
	Military and defence
	Security services (others)
	Other (please list)