COMMONWEALTH WAR GRAVES COMMISSION FACT SHEET FOR OFFICE ADMINISTRATOR/RECEPTIONIST, PART TIME, BAND B, LARNACA, CYPRUS

**Hours of work**  
30 hours per week  
Monday to Friday 8.45 am to 2.45 pm

**Type of Employment**  
8 month fixed term contract

**Right to Work**  
Must have the right to live and work in Cyprus

**Salary**  
Band B

**Annual Leave**  
23 days (increased up to 30 days with length of service)

**Public Holidays**  
In accordance with Cyprus Conditions of Service

**Probation**  
Duration of contract

**Notice**  
During probationary period two weeks’ notice on either side, thereafter one months’ notice

**Sick Absence**  
In accordance with MA Area Office Conditions of Service

**Other Benefits**  
Paid public holidays, plus a paid office closure between Christmas and New Year  
Provident Fund up to 12% Employer Contribution  
Training and Development

Please visit our website [www.cwgc.org/about-us/careers](http://www.cwgc.org/about-us/careers) and select the Office Administrator/Receptionist position and see the instructions on how to apply. You will then need to complete the application form. Kindly send the completed application form, together with your CV, to [ma.careers@cwgc.org](mailto:ma.careers@cwgc.org) by no later than 11th July 2021

Appointment will be subject to background checks.