



**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 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 by no later than 11th July 2021

Appointment will be subject to background checks.