Embassy of the Kingdom of Belgium
in **Pretoria**

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VACANCY

Are you dreaming of joining a dynamic team in an international context?
Then it's time to send your CV to us!

The Embassy of the Kingdom of Belgium in Pretoria is looking for an
CONSULAR ASSISTANT

Your tasks:

- Act as the first point of contact for receiving questions, requests, and files from Belgian citizens or foreign nationals (Assistance, Passports and Id's, Civil Status…) at the reception.
- Respond to correspondence from Belgian citizens, foreign nationals, local authorities, honorary consulates, etc., regarding consular matters by phone or by email.
- Prepare attestations, certificates, official documents, and various other documents. Prepare, process, and track the status of files in accordance with applicable procedures and rules.
- Maintain various databases, including crisis management files.
- Act as a point of contact for ICT matters (inventory, hardware requirements, etc.).
- Managing the embassy's website and contributing to the Embassy's communication on social networks.
- Contributing to the practical organization of some events and receptions at the embassy.

Do you have what it takes?

- A work permit if you are a non-South African resident/citizen.
- The ability to start as soon as possible.
- Upper secondary education or relevant experience.
- An excellent knowledge of English. **A good knowledge of Dutch** (Not Afrikaans) as well, oral and written.
- Be well-organized, work in a structured way, and adapt quickly to changing priorities, including providing support with various administrative tasks.
- Remain calm under pressure and manage daily interactions in a patient, professional manner.
- An open mind and interest in working in a multicultural environment.
- Excellent verbal and written skills.
- Proficiency in MS Word, Excel, and Outlook.
- Demonstrate flexibility and availability to support time-sensitive matters and official events that may occur outside normal office hours.
- The ability to be flexible and to work as part of a team in an autonomous way.
- A keen eye for detail and a strong sense of responsibility.
- A good grasp of the concept of loyalty, integrity, and confidentiality.

Additional Assets

- A good knowledge of French, oral and written, will be considered an asset.
- Six months or more of professional experience as a consular staff member at a consulate or embassy is an asset.

What do we offer?

A **full-time contract** (37.5 hours per week), with a probationary period, with a **starting gross salary of 30205 ZAR**. The indicated gross salary serves as a guideline and may be increased for candidates with significant relevant experience. Additionally, you will receive a contribution to a **pension fund scheme and medical aid.**

How to apply?

Send your application and supporting documents (cover letter, CV, proof of permit if required) for the attention of the **Head of Administration** to pretoria@diplobel.fed.be with the Subject line as: "**[Full Name] – Consular Officer/Pretoria**."

Please note that shortlisted applicants will be required to complete an assessment.

Deadline for submissions:
16 October 2026 by 11:59pm local time

The position is open to all. The Embassy pursues a policy of diversity, non-discrimination and equal opportunities.