

Job opportunity

Are you dreaming of joining a dynamic team in an international context ?
Do you love admin ?
Are you eager to learn more about Belgian nationality and Belgian civil status laws ?
Then it's time to send your CV to us !

POLYVALENT CONSULAR ASSISTANT – EMBASSY OF BELGIUM IN PRETORIA

Tasks

- Welcome the Belgian citizens at the Embassy and take note of their questions or requests in order to immediately provide an answer or assistance or refer these to the responsible person.
- Support the preparation and follow up of nationality files, civil status files and notary deeds.
- Prepare and issue certificates, passports and id-cards for Belgian citizens.
- Register Belgian citizens in the relevant databases.
- Verify the authenticity of submitted documents when necessary.
- Advise and assist Belgian/foreign citizens, honorary consuls, etc. on consular procedures.
- Monitor and/or manage consular revenue.
- Archive files and documents.
- Assist updating the crisis file and travel advice.

Do you have what it takes ?

General behavioral skills : You are able to work in a team, and are flexible, service-oriented, trustworthy, loyal, dynamic and resourceful. You have an interest in consular affairs and are capable of quickly learning and developing yourself. You show respect and value the importance of discretion and confidentiality. Having a keen eye for detail, a very strong sense of responsibility as well as passion for administrative work will be highly appreciated.

Technical competences : Knowledge of one of the national of Belgium languages (Dutch or French) and English is required. Your written and oral communication as well as your organizational skills should be excellent. You have strong IT-skills, in particular Microsoft Word, Excel and Outlook.

Eligibility criteria : A bachelor degree and a minimum of two years of experience is required - relevant work experience is a plus. The right to reside and work in South Africa is a must and you will also need to submit a proof of good conduct.

Selection procedure

In order to assess the above mentioned competences you will be asked to do a written test and an oral interview.

The date of entry into service will preferably be 15/10/2022 and no later than 01/11/2022

We offer

- A full time contract
- Working schedule: full-time, 7,5 hours per day, five days a week.
- Working hours: 08:00 to 16:30
- Gross salary : 26.010,- ZAR
- Social Security: local social security
- Holiday arrangements: 14 fixed days and 26 days (free to choose)

Applications

- Only by e-mail to pretoria@diplobel.fed.be (other applications (ex. via facebook) will not be accepted)
- Mention "Polyvalent consular assistant" in the title
- Motivation letter (1 page) mentioning 2 reference persons (name and contact details)
- Curriculum vitae

Deadline application: 29th August, close of business (5pm)