

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 the Belgian election process ?
Then it's time to send your CV to us !

TEMPORARY 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 of the Belgian election process.
- Prepare media messages for the Belgian community in the framework of the elections.
- Verify the authenticity of submitted documents when necessary.
- Advise and assist Belgian/foreign citizens, honorary consuls, etc. on procedures.
- Monitor and/or manage the registrations for the elections.
- Archive files and documents.
- Updating data from Belgians in the national register.
- Reply to the questions from Belgians via phone or email.

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 languages of Belgium (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 15/10/2023 and no later than 01/11/2023

We offer

- A full time contract for six months with a trial period of one month.
- 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: 13 days (free to choose) and national days

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: 20th May, close of business (5pm)