



Vacancy at the Embassy of Belgium in Pretoria

POLYVALENT CONSULAR VISA ASSISTANT

Tasks

You will receive and examine the documents presented and complete applications. If necessary the authenticity of documents will have to be checked. Preparing the applications and pre-analysis, giving an initial opinion to the applications' managers (on basis of the documents and contacts with the visitor) is going to be one of your tasks too. Furthermore you will question/guide/advise/help the applicant with procedures and will conduct interviews (for example, marriages of convenience). Another task will be to monitor and/or manage consular revenue. Registering files in the software indicated and according to the rules in force are important to keep track of the files as well as archiving visa files and Belgian files and documents according to the instructions or in a logical order. You will also prepare certificates and various acts and documents required by the applicant and issue them. The applicant will have to be informed of the outcome of his application. And finally, answering questions from Belgian or foreign citizens, honorary consulates, etc. pertaining to consular affairs will take up part of your working time.

Do you have what it takes ?

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

Technical competences : When it comes to technical competences you are required to know one of the national languages (Dutch or French) of Belgium and English. Your written and oral communication should be excellent as well as your organizational skills. 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 - relevant work experience is a plus. The right to reside and working South Africa is a must and you will also need to hand over 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 oral interview.

The date of entry into service will be preferably 15/04/2022 and no later than 01/05/2022

We offer

- To start with a fixed-term full time contract for one year with a trial period of three months.
- 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 visa assistant" in the title
- Motivation letter (1 page) mentioning 2 reference persons (name and contact details)
- Curriculum vitae

Deadline application: 10th March, close of business (5pm)