



Embassy of the Kingdom of Belgium in Prague

VACANCY

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<http://czechrepublic.diplomatie.belgium.be>

ASSISTANT FOR GENERAL AND CONSULAR AFFAIRS (part-time ; m/f/d)

Responsibilities:

- to gather useful information for the Embassy's work;
- to participate in the organizational tasks that the Embassy has to assume;
- to update crisis file, travelers' advices and the Embassy website;
- to process passports, ID cards, visa requests, registrations, certificates, legalizations and other assigned consular tasks;
- to help with drafting of certificates of nationality and civil status;
- to provide consular assistance to the Belgians in need;
- to handle daily consular queries at the consular counter, per email and per phone;
- to interact with the Czech authorities (Police, Municipalities, etc.);
- to provide assistance to the colleagues in charge of administrative issues and organization of public diplomacy events;
- to ensure a back-up function or perform certain tasks for colleagues during their periods of absence.

Requirements:

- native Czech, good command (C1-level) of English (spoken and written), good command (C1-level) of Dutch and/ or French (both spoken and written);
- experience with customer service and administrative work;
- Bachelor's degree;
- solid knowledge of the Microsoft Office tools;
- attention to detail, sense of accuracy, excellent communication and analytical skills, organizational and time management skills;
- ability to work independently as well as to be a good team player;
- strong sense of loyalty;
- eagerness to learn and flexibility;
- absolute discretion and reliable;
- customer-friendly / service-minded;

This position is offered as **part-time**, expected starting date 1.8.2023

Candidates may send their résumé and a cover letter until **31.5.2023**
via e-mail to: prague@diplobel.fed.be