



**AMBASADA REGATULUI BELGIEI
AMBASSADE VAN HET KONINKRIJK BELGIË
AMBASSADE DU ROYAUME DE BELGIQUE
BOTSCHAFT DES KÖNIGREICHS BELGIEN**

Job vacancy

The Embassy of the Kingdom of Belgium in Bucharest is looking for a **Protocol Officer and Personal Assistant (PA) to the Ambassador (*maternity leave cover*)**

Position: full-time position for an expert administrative operative in the area of secretarial work and organisation, under the line management of the Ambassador or the Deputy Head of Mission of the Embassy of Belgium in Bucharest

Location: Embassy of Belgium, Metropolis Center, Strada Grigore Alexandrescu 89-97, 010624 Bucharest

Starting date: January 1st 2025

Job description

As a **management assistant/personal assistant to the Ambassador** you will carry out **secretarial and organizational tasks**, such as:

- managing the Ambassador's and Deputy Head of Mission's diary in terms of planning meetings and other appointments as well as travel/missions;
- managing incoming and outgoing correspondence, drafting letters and various communications;
- managing the incoming telephone communications, answer/filter/dispatch incoming calls or confirm appointments, make courtesy calls, etc.;
- taking part in meetings (internal or external), taking notes and writing minutes;
- the preparation of missions of the Ambassador and/or other staff members;

As a **protocol officer**, you will be responsible for, among others, the following tasks:

- liaising with the Protocol services of the Romanian Ministry of Foreign Affairs and other Romanian institutions;
- the preparation of official visits from Belgium to Romania (high-level of Protocol requirements)
- maintaining the necessary contacts with local official bodies, other representations, private companies, etc.;
- drafting verbal notes, invitations, official communications;
- the organization of meetings, conferences, seminars, official visits or other events;
- welcoming visitors in an appropriate manner.

As a **back-up to the communication and administration officer**, you may occasionally be called upon to contribute to the management of the Embassy's social media and the monitoring of the press.

Beside these roles you may also be called upon to **advise** the Embassy on issues handled and to take part in the **duty phone** system and to assist Belgian citizens in distress.

Profile

You have **experience** as a management assistant or secretarial work and you have experience in organising meetings or events;

You have a basic knowledge of **Romania's political system and institutions**;

You are fluent in **Romanian** (C2) and have a good knowledge of **English** and **either French or Dutch** (C1); knowledge of another national language of Belgium (Dutch, French or German) is an asset;

You are familiar with **Microsoft Office applications**, in particular Outlook, Word, PowerPoint and Excel (experience with Teams and SharePoint is an asset);

You are able to **communicate fluently** with colleagues and external stakeholders, in person and over the phone, and you are able to **write clear and concise e-mails, letters and reports** in English, French or Dutch;

You are **able to work in a team** and **flexible** to adapt to various situations, you are **service-oriented** and **reliable**, able to **integrate information** and **solve problems** and able to **advise** colleagues and line managers;

Our offer

- A position in a pleasant and international working environment as part of a motivated team, where there is room for initiative and your own input;
- An initial one year contract, renewable (maximum maternity leave cover: 2 years and 2 months);
- A salary between RON 9 806 and RON 14 219 gross monthly (depending on seniority), with biennial seniority increases;
- An end-of-year bonus of 1/12th of the yearly salary and a 83,5% contribution towards a MedLife Classic package.

Selection procedure

After a pre-screening based on CV and cover letter, shortlisted candidates will be invited for an interview. The interview may be preceded by a written test, to evaluate your skills.

Applications

If you are interested in this position, please send your CV and cover letter, in English, French or Dutch, **no later than Monday, 11.11.2024, 23:00 (Bucharest time)** to bucharest@diplobel.fed.be, clearly stating "Protocol Officer and Personal Assistant (PA) to the Ambassador" in the subject line. In the meantime, for any questions related to this position, please contact the embassy by e-mail (bucharest@diplobel.fed.be). Please note that only shortlisted candidates will be contacted.