



Embassy of the Kingdom of Belgium in Bucharest

Job vacancy: The Embassy of the Kingdom of Belgium in Bucharest is looking for a **Consular Officer**

Position: full-time position for a multi-skilled administrative operative, principally active in the consular field, under the line management of the Deputy Head of Mission and Consul of the Embassy of Belgium in Bucharest

Location: Embassy of Belgium, Bulevardul Dacia 58, 020061 Bucharest (location will move in 2023 to Strada Grigore Alexandrescu 89-97, 011736 Bucharest)

Job description

As a **consular officer**, you will have both **front office** and **back office** tasks in the consular section, such as:

- Receiving the frontline questions, requests and documents of Belgian or foreign citizens at the consular counter, via e-mail or over the phone (requests for Belgian documents or certificates, visa applications, requests for consular assistance...);
- Informing the clients about the applicable procedures, regulations, required documents and timelines, guiding and advising them when needed;
- Conducting interviews when required;
- Registering the requests in the applicable software according to the regulations;
- Checking documents and compiling the necessary supporting files for any application;
- Issuing documents and certificates;
- Contributing to the organization of Belgian elections;
- Updating the relevant databases and keeping the crisis planning up-to-date.

As the back-up of the Embassy's **accountant**, you will also occasionally carry out **accounting, financial and budgeting tasks**.

Beside these tasks you may also be called upon to carry out **secretarial tasks** and to take part in the **duty phone** system.

Profile

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;

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

You have an advanced level knowledge of **Dutch** or **French** and **Romanian** (C1). An advanced knowledge of Dutch is an asset, as is knowledge of a second national language of Belgium. A working knowledge of **English** (B2) is equally required;

You are able to **write clear and concise e-mails**, responding to queries, in either Dutch or French and Romanian; ability to do the same in a second national language of Belgium is an asset;

You are able to **communicate fluently** with colleagues and external stakeholders, in person and over the phone.

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;
- A salary between RON 8 000 and RON 11 600 gross monthly (depending on seniority), with biennial seniority increases;
- An end-of-year bonus of 1/12th of the yearly salary.

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 Dutch, French or English, **no later than 05.09.2022, 23:00 (Bucharest time)** to bucharest@diplobel.fed.be, clearly stating "Consular Officer" 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.