



EMBASSY OF THE KINGDOM OF BELGIUM IN BEIJING

Job Offer

The Embassy of Belgium in Beijing is looking for a **Consular Assistant**

Position: administrative assistant with communicational skills (local staff) for the consular section

Location: Embassy of Belgium, San Li Tun Lu, 6, 100600, Beijing

Deadline for application: 11/01/2019 - 23:00 (Beijing time)

Job Description

As assistant to the Consuls, you are the first and main point of contact for the Belgian community. You handle the administrative files of the registered Belgians living in P.R. of China or Mongolia and mainly deal with their:

- Registration at the Embassy
- ID or passports applications
- Requests for consular certificates
- Notarial acts
- Nationality cases

As a "front office operative": you welcome and receive the frontline questions, requests and documents of Belgian or foreign citizens in order to provide a response or immediate help or to convey/transmit them to the Consuls. You represent the consular section at the consular counter and receive the applications of Belgian and foreign citizens, while providing a client-oriented service.

As a "back office operative": you prepare, encode and monitor the evolution of applications according to the procedures and regulations in force in order to support the Embassy in consular activities.

Examples of tasks:

- Inform the Belgian citizens about the documents needed, regulations and procedures, timescales, etc.
- Inform and answer requests of citizens by e-mail and telephone; if necessary, forward them to the Consuls
- Receive and examine the documents presented (Check documents and complete applications, if necessary by contacting the applicant. Check the authenticity of documents if necessary. Give an initial opinion to the Consuls on the basis of the documents and contacts with the applicant)
- Conduct relevant interviews (for example, marriages of convenience)
- Register files in the appropriate software tools and according to the rules in force
- Inform the applicants of the outcome of their application
- Prepare the applications,
- Ensure the daily follow-up of citizens' requests and applications

- Prepare consular certificates and various acts and documents concerning nationality, public records, etc
- Contribute to the organization of elections for Belgians in PR China
- Update various databases, including the crisis database, embassy website with new instructions, etc.
- Draft various communications under the consuls' supervision
- Prepare/complete files for meetings, missions, etc.
- Assist in the organization of activities hosted by the consular department such as information sessions, national day and other celebrations

Practical details

- Gross monthly salary: 14.000 RMB
- 1 year local contract (renewable)
- No allowances for housing costs or holiday transportation
- Non-financial assistance will be offered in obtaining Chinese work visa and/or permit
- Estimated starting date: **1 March 2019**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise an oral test measuring competences in French, Dutch, English and Chinese. A second test is an interview which evaluates the applicant's skills and motivation. Eventual administrative questions can be discussed during this interview.

Required Degree and Competences

- Bachelor or Master degree
- Excellent command of Dutch and French, both written and oral
- Excellent command of English and at least a working knowledge of Chinese Mandarin
- Strong organisational, communication and interpersonal skills
- A great sense of discretion, meticulousness and sociability
- A capacity for analysis and synthesis
- Good IT knowledge (Microsoft Office)
- Any previous working experience in government administration, public service, communication, PR, office management will be considered an asset.

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **11 January 2019, 23:00** (Beijing time) to beijing@diplobel.fed.be, clearly stating 'Consular Assistant' in the subject line. In the meantime, for any questions related to this position, please contact the embassy by email (beijing@diplobel.fed.be) or by telephone (+86 10 6532 1736).