



CONSULATE GENERAL OF THE KINGDOM OF BELGIUM IN SHANGHAI

Job Offer

The Consulate general of Belgium in Shanghai is recruiting :

Position: Multi Skilled Administrative Operative principally active in the consular field

Location: Consulate general of Belgium in Shanghai

Deadline for application: 20/01/2020 - 18:00 (Shanghai time)

Job Description

As a "front office operative": You welcome and receive 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 manager.

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 manager/service/post in consular activities.

As a "staff member of the consular section" : You are part of a team and ensure your work is coherent with the operations of the mission at large.

As a "secretarial operative": As an assistant specialized in the consular field, you carry out tasks in order to support the consular service in daily management.

Examples of tasks (Visa applications)

- Check and analyze submitted documents
- Input of data in Visa application system
- Contact applicants, inviters, companies and conduct interviews
- Translate/revise information documents
- Provide information on procedures and regulations
- Follow up of applications and submitted questions
- Discuss particular cases with hierarchy
- Look for information and read official instructions
- Coordinate processes with colleagues and hierarchy
- Manage the archives and documentation
- Correspondence by email with applicants, visa centers, other relevant contacts and authorities
- Attend to applicants at visa counter
- Manage payments and fees and prepare bookkeeping reports
- Preparation of files to be sent with diplomatic pouch
- Update of relevant lists and preparation of reports, statistics

Examples of tasks (Assistance to Belgian citizens)

- Check and analyze submitted documents
- Input of data in consular applications
- Contact citizens, verify their situation and discuss their requests (in Dutch/French)
- Provide information on procedures and regulations
- Follow up of applications for documents (passports, identity cards, certificates...) and submitted questions
- Discuss particular cases with hierarchy
- Look for information and read official instructions
- Prepare requested documents
- Coordinate processes with colleagues and hierarchy
- Manage the archives and documentation
- Correspondence by email with citizens, other relevant contacts and authorities
- Attend to citizens at counter
- Manage payments and fees and prepare bookkeeping reports
- Preparation of files to be sent with diplomatic pouch
- Update of relevant lists and preparation of reports, statistics

Practical details

- Gross monthly salary: +/- 10.400 RMB
- Attractive amount of holidays
- 1 year local contract (renewable)
- No allowances for housing costs or holiday transportation
- No financial assistance in obtaining Chinese work visa and/or permit
- Estimated starting date: **01/03/2020**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will focus on skills and motivation. There will be a written test and an interview during which language skills will be tested as well.

Required Degree and Competences

- At least upper secondary education or relevant experience
- Basic knowledge of Chinese administrations and institutions
- User's knowledge of the Belgian administrations and institutions
- Very good command of Dutch/French and English (written and oral).
- Knowledge of Chinese (Mandarin)
- ICT Tools: good knowledge of MS Office (Word, Outlook and Excel)
- Writing skills: correct grammar and spelling, polite formulations, ability to write concise and to the point.
- Oral skills: being able to express oneself in different languages (see above), in person, on the phone, in writing; having a constructive attitude; looking for efficiency and being driven by good quality results

Assets

- Job experience at another consular section / diplomatic or consular mission
- Previous working experience in government administration/private company
- Knowledge of visa/consular regulations is considered a strong asset
- Any additional organizational skill

Additional precisions:

- You will work in a small and active team
- You will work in a changing and challenging environment
- You will deal with multi-faceted administrative as well as human factors and your input and attitude do make the difference in finding a solution/providing the necessary answer
- You will work in an international/intercultural environment offering many interesting interactions

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **20/01/2020, 18:00** (Shanghai time) to shanghai@diplobel.fed.be, clearly stating "Applying for position" in the subject line.

Only shortlisted applicants will be contacted.

In the meantime, for any questions related to this position, please contact the Consulate general by email (shanghai@diplobel.fed.be).