

The Embassy of Belgium in Amman is looking for a CONSULAR OFFICER – VISA SECTION

Job description

Welcome and receive frontline questions, requests and documents of visa applicants in order to provide a response or immediate help or to convey/transmit them to the supervisor.

- Inform the applicant about the documents needed, regulations and procedures, timescales, etc.
- Inform and answer requests by e-mail; if necessary, forward them to the supervisor
- Receive and examine the documents presented
- Question/guide/advise/help the applicant with procedures
- Conduct relevant interviews
- Register files in the software indicated and according to the rules in force
- Inform the applicant of the outcome of his application
- Issue certificates or other documents required by the applicant.
- Create and supply brochures, information sheets, etc.

Prepare, encode and monitor the evolution of applications according to the procedures and regulations in force in order to support the visa section.

- Check documents and complete applications, if necessary by contacting the applicant
- Check the authenticity of documents if necessary
- Prepare the applications, if necessary after pre-analysis, provide an initial opinion on the basis of the documents and contacts with the applicant
- If necessary, prepare applications for the Immigration Office and answer its questions or those from other authorities
- Follow the path of applications through to their outcome

Support the consular section in any other tasks assigned by its manager.

Required competences and eligibility criteria

Behavioural competences

- Be able to work in a team with respect for the hierarchy and colleagues
- Be service-oriented (internal and external users)
- Be reliable/trustworthy/loyal and able to operate with discretion and confidentiality
- Be able to adapt/Be flexible
- Be capable of developing yourself
- Be committed to achieving your objectives

Technical competences

- Knowledge of one of the main national languages in Belgium (**Dutch or French**), English and Arabic.
- Being able to work with MS Office, in particular Outlook, Word and Excel.

- Excellent written and oral communication skills
- Previous experience in consular affairs is considered a bonus.

Eligibility criteria

- University degree
- Minimum two years of useful experience
- The right to reside and work in Jordan
- Certificate of good conduct

Selection procedure

- First selection on the basis of the submitted application file
- Written test and oral interview to assess the abovementioned competences
- Date of entry into service: September 2023

We offer

- A fixed-term contract for one year with a trial period of three months. This contract can be converted into a permanent contract after a positive evaluation
- Working schedule: full-time, 8 hours per day, five days a week.
- Working hours: 08:30 to 16:30
- Salary: starts at 1.050,00 JOD / month (+ end of year bonus)
- Social security: local social security fund (if Jordanian nationality)
- Holiday and leave arrangements: 14 holidays and 22 leave days per year

How to apply

- Only by e-mail to amman@diplobel.fed.be
- To the attention of the consul
- Mention "Consular officer" in the title
- Motivation letter (1 page) **in Dutch or French**
- Curriculum vitae mentioning 2 reference persons (name and contact details)
- Application deadline: Monday 17th of July 2022, close of business (5.00 PM)

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