



Embassy of the Kingdom of Belgium in Addis Ababa

The Embassy of the Kingdom of Belgium in Ethiopia is recruiting an administrative assistant (M/F/X)! Do you have a good knowledge of administrative matters, languages and good relational skills? This might be of interest to you!

Eligibility

- You have at least a bachelor degree (administration, business, communication..)
- You are ready to work full time at the Embassy (Comoros Street, Yeka Sub-City)

Description of the function and required skills

As an administrative assistant, you will be responsible (under supervision), inter alia, of the following tasks:

- Advise on, and assist with, making telephone calls and to relay incoming, outgoing and internal calls
- Manage the ambassador's and diplomats' telephone communications: answer/filter/dispatch incoming calls or confirm appointments, make courtesy calls, etc.
- Manage the ambassador's and diplomats' diary in terms of planning meetings and other appointments as well as help organize events and travel/missions (write authorization requests, make the necessary contacts with the partners, etc.)
- Make the necessary contacts with local official bodies, other Embassies, private companies...
- Welcome visitors in an appropriate manner
- Receive and process the ambassador's and diplomats' incoming correspondence (mail, official and informal e-mails, etc.): study incoming post, transmit urgent affairs and delicate matters, forward to the right person for follow-up, archive the documents if necessary
- Manage the line manager's outgoing correspondence: drafting and submission of proposed replies for more complex or delicate affairs, correction of draft letters in a foreign language, layout
- Support the consular section with administrative matters
- Update useful contact lists, internal procedure memos, etc.
- Ensure precise and accessible archiving of documents
- Draft/prepare/proofread and, if deemed necessary by the diplomats, adapt various documents: verbal notes, presentations, reports, internal procedure notes, etc.
- Conduct information searches on the request of the diplomats and/or on own initiative

- Prepare documented files for meetings, missions, etc.
- Take part in meetings (internal and/or external), take notes and write minutes
- Manage small accounting tasks: payment of invoices, monitoring of representation expenses, disbursement statements, etc.
- Etc.

The selected candidate should, inter alia, have the following skills:

- Have well done work at heart, a capacity to work rigorously and methodically;
- Experience in administrative matters;
- Good command of Amharic and English. A good command of one of the Belgian national languages (Dutch, French or German) is definitely an asset.
- Good computer skills (Word, Excel, PowerPoint, Outlook);
- Good relational skills;
- Interest for cultural matters;
- Good knowledge of Belgium and its institutions;
- "Customer focus";
- Good knowledge of social media.

What we offer

- The selected candidate will be offered a one year local contract (renewable if expectations are met).
- The basic gross salary is approximately 776€ (paid in euro on a local euro account).
- Intervention in some of the medical costs.

Selection procedure

- Send an e-mail with your CV and your motivation letter to addisababa@diplobel.fed.be with the following title : "Recruitment GS5 2023 – YOUR NAME", before May 22 (6:00pm).
- The Embassy will then operate a first selection and establish a short-list.
- The short-listed candidates will then be invited for an interview at the Embassy and take part in a selection test.