



Kingdom of the Netherlands

Consular and General Affairs Officer
Embassy of the Kingdom of the Netherlands Dublin
(35 hours per week)

The Consular and General Affairs Officer combines tasks in the consular affairs field with duties in general affairs. The Consular and General Affairs Officer cooperates closely with the Operations Manager and the Consular Officer, providing consular services at the counter (passport, visas and legalisations/declarations), and closely follows the transitional developments and implementation of the visa issuing process by the external service provider. He/she also supports the Operations Manager in the field of financial affairs, accommodation, HR issues and providing clerical and logistic administrative support

DESCRIPTION OF DUTIES:

- Providing consular services
 - Providing clerical support in processing applications for travel documents, visas and authorisations for temporary stay
 - Checking that documents are complete and entering information relating to applications in the various computerised systems
 - Providing general, factual information and issuing guidelines and advice (orally and in writing) on applications for travel documents, visas and authorisations for temporary stay
 - Draft and issue consular declarations for Dutch citizens
 - Registration appointments for Civic Integration examinations and organizing/supervising the examinations
 - Updating internal consular registration system (Kompas) if and when required
 - Providing consular assistance to Dutch citizens

- General support in operational processes
 - Ensuring accurate financial administration (e.g. cash management, invoicing, checks on claims and VAT refunds)
 - Monitoring contract management, signals expiry of contract and prepares quotes
 - Informing and assisting expat staff on housing matters, motor imports/taxes, VAT returns etc.
 - Managing inventory and office supplies (technical equipment, office equipment, official cars and government-owned works of art) for the chancery and official residence by checking and updating lists of contents, etc.
 - Other administrative duties as decided within the Consular and General Affairs team

LEVEL OF EDUCATION / ADDITIONAL TRAINING AND KNOWLEDGE

- Higher professional education
- 2 years relevant experience is preferred
- Experience with financial processes would be an advantage
- Fluency in English, both orally and in writing is essential
- Knowledge of Dutch is a clear advantage
- Proficient in the use of MS Office, in particular Outlook, Excel, and Word

KEY COMPETENCES

- Possess a high degree of integrity
- Be a customer focused individual
- Ability to be flexible/adaptable
- Ability to work as part of a team
- Ability to work on own initiative when required
- Ability to work accurately
- Ability to remain calm, friendly and efficient under all circumstances
- Ability to communicate orally and in writing

WORK ENVIRONMENT

The Embassy is responsible for the promotion of the interests of the Kingdom of the Netherlands in Ireland in all its aspects. It has a small team of 11 staff, which is primarily responsible for the political, economic/commercial and consular activities. Policy wise, focus is on EU affairs and on bilateral economic relations and trade possibilities. The team consists of 2 expat staff members (Ambassador and the Deputy Head of Mission) and 9 local staff members. Within the team, cooperation is important and people are expected to be flexible when it comes to concrete tasks, including helping others. The Embassy has a “can do” mentality, and there is an excellent team spirit focused around the principle of “one team”.

The Consular and General Affairs Officer is part of the Consular and General Affairs team (CZ/AZ). This team consists of an Operations Manager, a Sr. Consular Officer, a Sr. Management Assistant, a Maintenance Officer, a Driver/Handyman and a Housekeeper. The Operations Manager heads up the team, is responsible for the division of tasks, coordination and results of the team, and performs the annual job performance interviews with the team staff members. The Operations Manager is member of the management team (MT) of the embassy that furthermore consists of the Ambassador and the Deputy Head of Mission.

STAFF MEMBER PROFILE

The Consular and General Affairs Officer needs to be a team player, who is aware of the details of the applicable rules and regulations, can operate independently, takes initiative, but is also flexible and stress-resistant. The Officer needs to be both empathic and dynamic, a good communicator with people from very different backgrounds. He/she is a good planner who can anticipate issues. Diversity (including diversity of thought) is important, and it would be beneficial if the Officer could complement the rest of our team in this regard.

RENUMERATION AND WORKING CONDITIONS

The vacancy is a full time (35 hours/week) position with a fixed term contract for the duration of one year, with the possibility of an extension. The gross annual salary is between EUR 42,000 and EUR 46,000, depending on level of experience and qualifications. In addition, the Officer will receive a contribution to private health insurance. The Officer has the right to 23 days of annual leave. The Embassy both enables and stimulates people to work from home when the circumstances allow.

DIVERSITY/INCLUSIVENESS

The Ministry of Foreign Affairs of the Netherlands is an inclusive employer with a focus on diversity. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law. We promote flexible, family-friendly working conditions, where operational and security needs allow.

APPLICATION DEADLINE

Thursday 20th May 2021

HOW TO APPLY

Please send your application (letter of motivation + CV) to: dub-az@minbuza.nl

For further information with regard to this vacancy, please contact Marloes Albers, Operations Manager, via dub-az@minbuza.nl