



Embassy
of the Republic of Poland
in Abuja

JOB OFFER

Consular Officer – The Embassy of the Republic of Poland

Details

The Embassy of the Republic of Poland in Abuja is looking for a Consular Officer.

Main tasks and responsibilities

- Acting as a consular assistant, following Consul's directives.
- Contact with clients.
- Answering routine phone calls regarding consular affairs (assigned by the Consul).
- Preparing drafts of diplomatic notes pertaining to consular matters (accepted by the Consul).
- Translation tasks.
- Organizing documents.
- Assistance in acquiring information, data and statistics regarding consular matters in Nigeria and countries of additional accreditation.
- Assistance in verification of companies and their registration or statutory documents.
- Fulfilling other duties assigned by the Consul.

Competence, qualifications and working experience

- Graduates with a very good degree (first class honours, second class honours upper division) in any discipline.
- Experience: min. 2 years of related experience (most preferably in a Diplomatic Mission), or a proof of traineeship in a well recognised organisation.
- Excellent communication and interpersonal skills.
- Extremely detail-oriented and with perfect follow-up skills.
- Excellent command of English and French, both written and oral. Knowledge of Polish would be a big advantage.
- A good sense of cooperation, organisation and personal responsibility. Ability to work under time pressure.
- Ability to organize tasks, research, keep records, enter data, draft relevant note verbales, letters, and other documents.
- A high degree of integrity and a commitment to customer service.
- Computer skills – must be proficient in Word, Excel, e-mail and internet.
- Highly dependable and trustworthy.

Method of Application

Interested and qualified candidates should send their applications to: abuja.recruitment@msz.gov.pl . The application should contain the following:

- A letter of motivation in English (1 page max) outlining your suitability for the position and interest in working with the Embassy of the Republic of Poland;
- A CV/Résumé (with photo, 1 page max);
- A scan of the diploma from studies;
- Details of two nominated referees with contact details and if available, copies of professional references;
- Copies of any relevant academic, professional and language qualifications.

Closing Date

The closing date for receipt of applications is **Friday 31st December 2021.**

Note

- Application emails must have the subject line: “Consular Officer Application (your full name)”. Example: *“Consular Officer Application John Smith”*. Applications without the advised subject line may not be considered.
- Data Protection: All personal information received will be kept in line with GDPR and Data Protection guidelines.
- Please make sure you provide your correct contact details. The selected candidate(s) will be invited for an interview.
- Applications received after the closing date will not be considered. If you have not been contacted regarding an interview within two weeks of the closing date please assume that your application has not been successful on this occasion.