**Job offer at the Embassy of the Republic of Poland in Cairo**

The Embassy of the Republic of Poland in Cairo is looking for a person to work as a Consular Service officer . The working time is full-time, i.e. 40 hours per week. We encourage candidates to familiarize themselves with the offer and submit applications by June 22 this year.

**Title/Position: Consular Services officer at the Embassy of the Republic of Poland in Cairo**

Form of employment: **Fixed-term**
Employment contract Application deadline: **22-06-2024**

Call number:**AMB Cairo 1/2024**

**Main responsibilities:**

* Accepting visa applications;
* Implementation of requests of courts and other competent authorities of the Republic of Poland for legal assistance;
* Conducting cases in the field of consular assistance provided to Polish citizens;
* Performing legalization activities, preparing and certifying translations of documents, performing activities in the field of civil status registration;
* Providing clients with information on the conducted cases;
* Creating letters and handling correspondence in matters entrusted to the service;

**Requirements:**

* Egyptian Nationality
* Fluent English and Arabic
* **University degree**

**Additional requirements:**

* Higher education in law/administration;
* Minimum 3 years of working experience
* Ability to handle confidential information with discretion.
* High level of attention to details and accuracy in reviewing legal documents.
* High personal culture and high social competences;
* Ability to work under time pressure and availability in emergency situations
* Conscientiousness and reliability in the performance of assigned duties;
* Very good organization of own work and at the same time the ability to work in a team;
* Constant care for one's own image, adherence to the rules of the dress *code* of the office.

**Required documents and statements:**

* Curriculum vitae and attached cover letter;
* Copy of the diploma confirming the possession of higher education, if applicable;
* Candidate's declarations about:
1. no criminal record for crimes committed intentionally or intentional fiscal crimes,
2. having Egyptian citizenship,
3. consent to the processing of personal data for recruitment purposes,

Documents should be submitted by **22 June** **this year** at the Embassy of the Republic of Poland in Cairo between 9.00 a.m. and 4.00 p.m. or sent within the recruitment deadline (the date of receipt is decisive) to the following address:

**Embassy of the Republic of Poland**

**address:** 5, El Aziz Osman, Zamalek, Cairo, Egypt
**e-mail:**cairo.secretariat@msz.gov.pl

with a note: **recruitment of clerk for consular services**

**Other information:**

Offers received after the deadline (the date of receipt is decisive) and offers rejected will be destroyed by the committee. Qualified candidates will be informed by phone or e-mail about the date of the next stage of the recruitment procedure.

We reserve the right to contact selected candidates.