

Date: March 5, 2020

CONSULATE GENERAL OF THE KINGDOM OF BELGIUM IN CHENNAI

Job Offer

The Consulate General of Belgium in Chennai is looking for an **Expert**

Position: Expert administrative operative / secretarial work and organization

Location: Consulate General of Belgium, 3rd Floor Yafa Towers, 18 Khader Nawaz Khan Road, Chennai 600 006 - India

Deadline for application: Friday 20/03/2020 – 24h00 (IST)

Job Description

As expert administrative operative / secretarial work and organization, under the direct supervision of the Consul General you will be acting as the Executive Assistant to the Consul General, as well as the Public Affairs Operative and Protocol Officer of the Consulate General:

- Take charge of the coordination and implementation of the agenda and administrative tasks of the Consul General
- Manage the practical organization of meetings, conferences, seminars, official visits or other events
- Document and support the mission's public diplomacy activities including through the use of social media
- Act as a bridge between the mission and the mission's external contacts and act as Protocol Officer

As a “management assistant - administration”: you take charge of the coordination and implementation of the administrative tasks of the Consul General.

As an "organizer": you manage the practical organization of meetings, conferences, seminars, official visits or other events in order to guarantee the successful organization of these activities and the brand image of the diplomatic mission.

As an "information and communication management operative": you search for, collect and provide relevant information by using all media possible available (including social networks / social media) in order to document and support the mission's activities and provide useful documents about the mission's activities and Belgium to external contacts and through social media.

As a “contact person”: you act as a bridge between the Consul General and external contacts (department, partners, local authorities, private organisations, citizens, etc.) in order to centralize and disseminate questions, information, instructions that are useful to the good functioning of the mission.

Examples of tasks:

- Manage the Consul General's agenda in terms of planning meetings and other appointments as well as travel / missions
- Manage the Consul General's incoming and outgoing correspondence as well as his telephone conversations

- Draft/prepare/proofread/correct various documents: verbal notes, presentations, statistical reports, internal procedure notes etc
- Prepare the missions of the Consul General
- Draw up the list of participants / guests and prepare the invitations for events
- Follow the local press as well as social networks and draw up a press review
- Assist the Consul General in the preparation of official missions
- Keep up-to-date the list of useful contact people and organisations
- Update various files such as crisis file, website, etc
- Manage specific authorisation requests submitted to local authorities
- Organise events in the field of public diplomacy
- Assist the Consul General in implementing the social media strategy of the mission
- ...

Practical details

- 1 year local contract (renewable)
- Estimated starting date: **Monday 4 May 2020**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise a written test followed by an interview which evaluates the applicant's skills and motivation.

Required Degree and Competences

- Bachelor or Master degree in relevant field
- At least one year experience in private sector or government affairs with involvement in administrative operations, secretarial work and organisation
- Strong organizational, communication and interpersonal skills
- High-level fluency in English and Tamil is essential. Knowledge of another Indian language, and of Dutch or French, are an asset
- Good knowledge of standard IT office tools (Word, Excel, PowerPoint,...)
- Good social media skills

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **Friday 20 March 2020**, 24:00 (IST) to chennai@diplobel.fed.be, clearly stating '**Expert administrative operative / secretarial work and organization**' in the subject line. For any questions related to this position, please contact the Consulate General by email (chennai@diplobel.fed.be) or by telephone (+914440485500).