



The Embassy of the Kingdom of Belgium in MANILA
recruits an
ASSISTANT TO THE AMBASSADOR

Employer

The Belgian Embassy in the Philippines is staffed by both Belgian and Filipino national employees. Its jurisdiction covers the Republic of the Philippines, the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands.

Profile requested

The Belgian Embassy in the Philippines is looking for eligible and qualified applicants for the position of administrative assistant principally active in secretarial work and organization to provide administrative and secretarial support to the Ambassador. Core duties vary, but typically include effective office administration, organizing meetings, hospitality and travel arrangements as well as fielding phone calls and enquiries, and managing the Embassy's correspondence. This is a varied and interesting role at the heart of the Embassy.

The conditions of eligibility and the qualifications are:

- Upper secondary education or relevant experience
- Minimum of 3 years useful work experience in the job and its various roles
- Excellent command of English
- Good knowledge of French and/or Dutch will be considered as an asset
- Proficiency with the Microsoft Office Suite
- Excellent organizational skills and a keen eye for detail.
- Excellent written and verbal communication skills.
- Ability to multi-task and work as a team player

Practical details

- Gross monthly salary: 56.273,50 PHP
- Full-time
- 1 year local contract (renewable)
- Estimated starting date: **May 1, 2022**

Selection Procedure

After a pre-screening based on CV, the selection procedure will comprise a written test and an interview which evaluates the applicant's competences, skills and motivation. Administrative questions can be discussed during this interview.

Applications

To apply for this position, please send your resume (*curriculum vitae*), motivation letter and a passport or ID card copy no later than **March 17, 2022, 10 PM (Manila Time)** to manila@diplobel.fed.be, clearly stating "APPLICATION - ADMINISTRATIVE ASSISTANT " in the subject line.

Applicants who are invited to the interview will be contacted via email.

For any question related to this position, please contact the embassy by email (manila@diplobel.fed.be).