



Embassy of the Kingdom of Belgium  
in **Abu Dhabi**

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De Embassy of the Kingdom of Belgium is looking for a candidate residing in the UAE to take up the position of consular assistant. The position will be available with immediate effect.

The candidate will be mainly responsible for visa but will also be involved in other consular activities:

The main tasks can be described as follows:

- Processing and analyzing of visa requests
- Collaboration with outsourcingspartner VFS
- Verification of the revenues of the consular fees
- Update of the visa data on our websites
- Back up for the department of birth, marriages and death, nationality, travel document
- Other consular tasks

The candidate is expected to have organizational, administrative and communication skills as well as to be able to operate in an independent way.

A solid knowledge of English is essential. A good knowledge of Arabic and/or one of our national languages (French or Dutch) is an asset.

If you are interested in this position, please send your CV to Ms. Carmen Sureda ([AbuDhabi@diplobel.fed.be](mailto:AbuDhabi@diplobel.fed.be)).

Only those candidates who are retained will be invited for an interview.

