



Embassy of the Kingdom of Belgium in Prague

VACANCY

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Administrative Assistant

This position is part of the embassy's Political-Economic Section, which is in charge of a wide range of relevant topics.

What is the job about:

- monitoring the Czech media on a daily basis and circulating press coverage on both political and economic topics to key people
- assisting at conferences with Czech as working language and editing/drafting reports on them
- maintaining all official social media platforms such as the embassy's Facebook page in order to improve visibility of both Belgium and the embassy's activities
- managing and assisting at events within the embassy's public and economic diplomacy activities (Benelux Day, Day of Europe, seminars, visits etc.)
- researching specific topics on demand of key people (current political and economic developments, public procurement, candidates for upcoming elections etc.)
- liaising on behalf of the ambassador for contacts/appointments both inside and outside the embassy
- maintaining contacts library (politics, economics, NGO's, culture etc.)
- ICT support
- back-up to colleagues when out-of-office (protocol, invitations etc.)
- take-over tasks of the secretary to the ambassador during their absence (answering and arranging calls, making appointments, sorting and distributing both electronic and traditional mail, arranging the agenda of the ambassador, reception of visitors etc.)

What we require:

- a master degree preferably in humanities (linguistics, political science, economics etc.) with sound knowledge of Dutch and English in both oral and written form
- knowledge of the Czech language is welcome
- genuine interest in current events, political and economic issues
- strong computer skills and some technical ability
- team spirit, commitment to the role's tasks, sense of loyalty and confidentiality
- willingness to accept independent responsibility for individual projects
- drive, flexibility and eagerness to learn

What we offer:

- the remuneration consists of monthly brut salary 30.596 CZK and additional half-year bonuses (the full pay is subject to the national income tax)
- entitlement to annual leave of two working days per each complete calendar month (24 days a year)
- work in a very stimulating and challenging diplomacy environment

If interested, send your CV and a cover letter via e-mail to: prague@diplobel.fed.be by 1 July 2016.