



## Vacancy

The Consulate General of Belgium in Montreal is looking for a **Visa Officer** for a period of twelve (12) months

<i>Position</i>	Visa Officer (full-time)
<i>Location</i>	Consulate General of Belgium 1000 Sherbrooke West - Suite 1400, H3A 3G4, QC, Montreal, Canada
<i>Starting</i>	15 March 2025
<i>Ending</i>	14 March 2026
<i>Deadline for application</i>	10 February 2025 at 12:00h (Noon, Montreal time)

## The Consulate General

Competent for the whole of Canada, Bermuda and the Territorial Collectivity of Saint-Pierre and Miquelon, the Consulate General in Montreal's main role is to represent, protect and administer the Belgian community established in these territories (more than 18,500 registered Belgians). The Consulate General also represents Belgium towards authorities in Québec and in the Atlantic Provinces and towards a variety of stakeholders. The Consulate General is the only Belgian representation in Canada authorized to issue visas for a stay in Belgium or in the Schengen area. The Consulate General currently represents Luxembourg in Canada for visas.

## Job Description

Under the direction of the Consul, you are responsible for implementing Belgian and Luxembourg visa policy for the Consulate General. You process short and long stay visa applications in compliance with national and European regulations. On a daily basis, you interview visa applicants at the counter, you complete visa handling checks and prepare reports, you communicate with various internal and external stakeholders and you propose decisions to the Consul. You ensure the filing and archiving of visa files. You collect consular fees and keep the accounts. Finally, as versatility is encouraged within our team, you will also be required to replace other employees in charge of consular matters from time to time.

## Conditions of Employment

- Gross monthly salary: CAD 4 512,36
- Full-time local contract for a limited period (12 months), possibly renewable
- 26 days of paid annual leave and 14 Belgian-Canadian public holidays a year.
- Possibility of participating to the Consulate's group registered retirement savings plan (REER) (employer's contribution 8% of salary)
- Dynamic team in an international environment
- The candidate must have a valid immigration status/residence and working permit in Canada

## Required Degree and Competences

- Relevant higher education qualification
- Fluent in French, good command of English. Knowledge of Dutch is an asset.
- Excellent verbal and written communication skills, interpersonal skills
- Very high degree of integrity, trustworthiness and confidentiality
- Ability to set priorities and organize workloads to meet deadlines
- Proven ability to work under pressure
- Good IT knowledge (MS Office)
- Experience of problem solving in a work environment
- Flexibility and ability to work well individually and part of a team
- Prior work experience in government administration, public service or a visa office will be considered an asset.

## Applications

To apply for this position, please send your **CV** and **cover letter** no later than **Monday 10 February 2025, 12:00h** (Montreal time) to [Bernadette.Scheid@diplobel.fed.be](mailto:Bernadette.Scheid@diplobel.fed.be) with copy to [cg.montreal@diplobel.fed.be](mailto:cg.montreal@diplobel.fed.be), clearly stating 'Application Visa Officer' in the subject line. For any questions related to this position, please contact the Consulate General by email: [cg.montreal@diplobel.fed.be](mailto:cg.montreal@diplobel.fed.be)

## Selection Procedure

CVs and cover letters received on time will be carefully read and examined. Shortlisted candidates will be contacted and invited for an interview between **February 11<sup>th</sup> and 13<sup>th</sup>**. The interview will measure the applicant's competences in French and English and evaluate his/her skills and motivation. Administrative questions can also be discussed during the interview.