



Consulate General of the Kingdom of Belgium  
in Montreal

# JOB OPENING

## Vacancy

The Consulate General of Belgium in Montreal is looking for two **Consular Assistants** for a fixed period of time

<i>Position</i>	Elections Consular Assistant (full time) – 2 positions
<i>Location</i>	Consulate General of Belgium 1000 Sherbrooke West - Suite 1400, H3A 3G4 Montreal, QC, Canada
<i>Starting</i>	01.07.2023
<i>End of contract</i>	31.12.2023
<i>Deadline for application</i>	22.05.2023 - 13:00h (Montreal time)

## The Consulate General

Competent for the whole of Canada, the Bermuda Islands and the Territorial Collectivity of Saint-Pierre and Miquelon, the Consulate General of Belgium in Montreal's main role is to represent, protect and provide administrative services to the Belgian community established in these territories (more than 17,000 registered Belgians). The Consulate General represents Belgium towards the authorities of Québec and of 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, Luxemburg or the Schengen area.

## Job Description

Under the direction of the Consul, you will be involved in monitoring the registration procedure for the elections of Belgians abroad. You will check if the data given by the Belgian voters are complete, correct and in accordance with the legislation. You will then enter the election data in the National Register. In the process, you can be in contact with the citizens. You will answer emails and phone calls related to the elections. Finally, as versatility is encouraged within our team, you will also be required to support others collaborators in charge of consular or administrative matters or to replace them punctually.

## Conditions

- Gross monthly salary: 4.104,65 CAD
- Full-time local contract (37.5h/week) for a fixed term (until 31.12.2023)
- 13 days of paid leave/vacation during the period + public holidays applied by the Consulate
- Possibility of participating to the Consulate's collective REER
- Dynamic team in an international environment
- The candidate must have a valid immigration status/residence and working permit in Canada
- Starting date: 1 July 2023

## Diplomas and required competences

- High school diploma
- Fluency command in French, excellent command of English
- Knowledge of Dutch is an asset
- Very high degree of integrity, trustworthiness and confidentiality
- Flexibility and ability to work independently and in a group
- Ability to set priorities and organize workloads to meet deadlines
- Proven ability to work under pressure
- Good IT knowledge (Microsoft 365)
- Any previous working experience in government administration, public/customer service or administrative work will be considered an asset

## Applications

To apply for this position, please send your **CV and cover letter no later than Monday 22 May 2023, 13:00h** (Montréal time) to [charly.poppe@diplobel.fed.be](mailto:charly.poppe@diplobel.fed.be), clearly stating "Elections Consular Assistant" in the subject of the email. For any questions related to this position, please contact the Consulate by email: [montreal@diplobel.fed.be](mailto:montreal@diplobel.fed.be)

## Selection Procedure

CVs and cover letters received in due time will be carefully read and examined. A shortlist will then be established. Shortlisted candidates will be contacted and invited to an interview at the end of May. 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.