



Embassy of the Kingdom of Belgium in Prague

## VACANCY

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### Assistant to the Ambassador for Political and Economic Affairs

#### Duties associated with this position are:

- to monitor daily the media and to circulate press coverage on both political and economic topics to key people;
- to attend conferences, briefings, and to write the reports;
- to maintain and to manage the official social media platforms such as the Embassy's Facebook page and the Embassy's website;
- to organize and to attend events within the Embassy's public and economic diplomatic activities (for example EU-Day, seminars, visits);
- to research specific topics such as current political and economic developments, public procurements, candidates for upcoming elections;
- to liaise on behalf of the Ambassador with contacts and appointments both inside and outside the Embassy;
- to maintain the lists of contacts, for example in political, economic, NGO and cultural areas;
- to perform the first level IT support and to provide help in contacting the local providers as needed;
- regular update of the country overview;
- to cover for colleagues during their absence;
- to take over the tasks of the secretary to the Ambassador during his/ her absence, such as answering and organizing calls, making appointments, sorting and distributing both electronic and traditional mail, managing the agenda of the Ambassador, welcoming visitors, preparation of verbal notes.

#### This position requires:

- a master degree, preferably in humanities (linguistics, political science, economics, etc.), with very good knowledge of Dutch or French, and English, spoken and written;
- very good knowledge of Czech, spoken and written;
- keen interest in current events, political and economic issues;
- good knowledge of social media platforms such as Facebook, Twitter, and LinkedIn;
- solid knowledge of the Microsoft Office suite;
- general knowledge of IT tools and technologies;
- willingness to accept independent responsibility for individual projects as well as to engage in team work;
- strong sense of loyalty;
- eagerness to learn;
- absolute discretion.

The candidate should be flexible and able to work from time to time outside the normal business hours.

**Candidates may send their resume and a cover letter until 31.05.2019**  
via e-mail to: [prague@diplobel.fed.be](mailto:prague@diplobel.fed.be)