

The Embassy of Portugal in Windhoek is seeking eligible and qualified applicants for the position of Administrative Assistant for the consular section.

BASIC FUNCTIONS OF THE POSITION - Under direct supervision of the Ambassador and Deputy Head of Mission the incumbent must show the ability to respond to a diverse customer base in the consular section and is responsible for the provision of day-to-day administrative services in the consular section: answer queries on visa requirements and all consular matters, including passport, identity card and citizenship services for Portuguese citizens, access to IT platforms, provide assistance in consular cases, drafting and editing of official communication, business correspondence, reporting and translation (Portuguese/english and English/Portuguese).

The incumbent will also perform other administrative related tasks as needed in the Embassy.

MONTHLY SALARY: 554, 88€uros (gross salary)

QUALIFICATIONS REQUIRED - All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required (12 th grade)
2. **Prior Work Experience:** added advantage
3. **Language Proficiency: mandatory fluency in English and Portuguese** (reading/speaking/writing) is required.
4. **Skills and Abilities:** Must be able to operate equipment such as networked computers, digital sender, photocopiers, fax machine, telephones with speaker. Good knowledge of Microsoft Word, Power Point and Excel.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in the exclusion of the applicant.

1. Letter addressed to the president of the Jury, stating: full name, status, date of birth, nationality, ID number, fiscal number, address, postal code, phone number, email address, level of education and position applied for,

2. Additional documentation that supports or addresses the requirements listed above, including legal residence status in Namibia for non Namibian applicants as well. It's mandatory to annex a detailed CV signed by the applicant, copy of the education certificate, copy of document ID, copy of criminal certificate.

SELECTION PROCESS: it comprises 3 sequential phases and components:

- a) CV evaluation based on professional qualifications and professional experience that represents 25% of the final score;
- b) Written examination with practical exercises to test the candidate computer's literacy as well job knowledge in English/Portuguese that represents 25% of the final score;
- c) Job interview that represents 50% of the final score;

The candidates will be graded by the jury between 0 to 20 points and any applicant with a score lower than 9.5 is excluded. A recruitment list encompassing all the approved applicants will be available for 18 months following the completion of this selection process.

All and any information regarding the selection process as it advances is posted on Portuguese Embassy office, on the Portuguese Embassy Facebook page (www.facebook.com/Portugueseembassynamibia) as well as Portuguese Embassy web site <https://www.windhoek.ambaixadaportugal.mne.pt/pt/> and applicants are advised to consult them regularly.

The jury is chaired by the Portuguese Ambassador.

WHERE TO APPLY:

Send application letter with all supporting documents by registered Post or hand over the application in person at to Embassy of Portugal in Windhoek (4 Karin Street, Ludwigsdorf)

CLOSING DATE: October 12th 2017

NOTE: This is a summary of the job vacancy published in Portuguese language and it does not exclude consulting it for a complete description of all the conditions, requirements and procedures applied. The job vacancy announcement in Portuguese is available at the Portuguese Embassy's office, on Portuguese Embassy Facebook page as well as Portuguese Embassy website. Any enquiries send an email to Windhoek@mne.pt