



The Swiss Embassy in The Hague

is hiring for its Regional Consular Center Benelux a

Consular Officer 80%

as from **1st April 2025**, or by arrangement

The Regional Consular Center Benelux is attached to the Swiss Embassy in The Hague and is responsible for all consular matters in the Netherlands, Belgium and Luxembourg. We are looking for a motivated and open-minded person to strengthen our consular team.

Your main tasks are:

- Providing of consular services for Swiss nationals living in the Benelux countries or temporarily residing abroad (civil status and registration, identity documents, confirmations, certifications etc.), as well as for foreign nationals wishing to travel to Switzerland (migration and visas). Customer service by e-mail, at the counter and by telephone.

We are looking for a motivated person with the following profile:

- Preferably certified basic commercial education and administrative work experience with customer contact (registration office, civil status and/or migration an advantage)
- Social and intercultural skills
- Open, courteous and motivated personality, high flexibility, team spirit and ability to work under pressure, all-rounder talent
- Strong services and customer orientation
- Precise and conscientious way of working
- Swiss citizenship desirable (due to internal access regulations)
- Good written and oral skills in German, French and English; knowledge of Dutch is an advantage
- Very good IT skills (MS Office)

We offer:

- Exciting and varied area of responsibility
- Centrally located workplace in the center of The Hague, easily accessible by public transport
- Pleasant working conditions in our 5-person consular team
- Working for Switzerland in an international and multilingual environment
- 80% position (32 hours per week)
- Employment conditions according to Dutch law

Application deadline: 23rd March 2025

We look forward to receiving your application with a letter of motivation and CV in one PDF document by e-mail with the following subject: "Application Consular Officer + your name" to thehague.bewerbungen@eda.admin.ch