



our reference	date
P&O3.3/assistant political & economic section to be quoted in all correspondence	26/04/2016

Concerns: Recruitment of an Assistant to the Political and Economic Section of the Embassy

The Embassy of Belgium is pleased to announce the opening of a position as Assistant to the Political and Economic Section. Please find the details of the vacancy bellow:

Job title: Assistant to the Political and Economic Section
Period: 01/07/2016 – 30/06/2017

Job description:

- Dealing with trade, investment, research and innovation issues and regulations
- Research and analysis of information
- Report writing
- Communicating with authorities, agencies and federations
- Organising visits of Belgian delegations
- Participating to meetings
- Assistance to the Ambassador and the Political Counselor

Requirements:

- Economical or commercial background
- Master degree or more
- Preferably professional experience in relevant fields
- Excellent in French and/or Dutch and in English, good knowledge of Korean
- Excellent problem solving, organisational and public relations skills
- Good knowledge of MS Office
- Ability to work independently
- Team player

Should you be interested, please send your CV and motivation letter to seoul@diplobel.fed.be before 15/06/2016. Any question can also be directed to that e-mail address. We look forward to hearing from you!
Kind regards,

Pierre STEVERLYNCK
Consul