

Vacancy : Consular Officer at the Belgian Embassy

The Embassy of Belgium in Washington, D.C. is looking for a multilingual and motivated **Consular Officer** to reinforce its Consular Section.

<i>Position</i>	Consular Officer (full-time – 40hrs/wk)
<i>Location</i>	Embassy of Belgium, 1430 K St NW, Washington, DC 20005
<i>Starting date</i>	07/15/2026
<i>Deadline for application</i>	04/22/2026

The Consular Section of the Belgian Embassy to Embassy to Washington D.C.

Our Consular Section has two main goals: to provide support to Belgians living in our Consular jurisdiction, and to facilitate the visa application process for those wishing to visit Belgium.

The Consular team in DC provides services to the Belgian community established in Washington D.C., Virginia, Delaware, Maryland, West-Virginia, Puerto Rico and the Bahamas. The Consulate assists Belgians in need and delivers administrative services such as the deliverance of passports, identity cards and civil status acts. The Consulate also facilitates the signing of notary acts.

About the Role

Under the supervision of the Consul, the Consular Officer is responsible for implementing Belgian legislation and regulations in several consular fields, including:

- Belgian nationality and citizenship matters
- Notarial services

The Consular Officer is part of a small but dynamic team and supports its team members with their portfolios, which include visa procedures, the provision of identity and travel documents of Belgians, and answering administrative and other questions from our Belgian community.

The position involves direct interaction with Belgian and foreign citizens and requires a strong commitment to high-quality public service.

Main Responsibilities

The Consular Officer will:

- Assess nationality files, basing themselves on the relevant Belgian juridical framework.
- Prepare and verify notary acts.
- Provide consular assistance and administrative services to Belgian citizens and foreign nationals.
- Communicate with internal and external stakeholders regarding consular matters.
- Prepare and submit recommendations and decisions to the Consul.
- Ensure proper filing, record management and archiving of consular files.
- Collect consular fees and maintain related financial records.
- Maintain excellent customer service standards when interacting with the public.
- Assist colleagues and provide support in other consular matters when necessary.

Requirements

Candidates must meet the following criteria:

- Either be a U.S. citizen, a Legal Permanent Resident (green card), or have a valid visa with an Employment Authorization Document.
- Fluency in English and either Dutch or French.
- Working knowledge of the other Belgian national language (Dutch or French)

Professional Skills

Candidates should demonstrate:

- Excellent written and verbal communication skills.
- Strong interpersonal and customer service abilities.
- A high level of integrity, reliability and confidentiality.
- Ability to manage priorities and to keep track of deadlines.
- An interest in administrative work and motivated to gain expertise in juridical procedures.
- Strong organizational skills and attention to detail.
- Proficiency in MS Office (Outlook, SharePoint, Teams, etc.).
- Ability to work both independently and as part of a team.
- Flexibility and adaptability in a dynamic working environment.

Assets

The following qualifications are considered an advantage:

- Previous experience in government administration, public service or a visa/consular office.

Conditions of Employment

- Gross monthly salary: \$5,378 (starting salary may be higher depending on demonstrated relevant experience).
- Contract: One-year contract, with the possibility of extension or a permanent contract.
- Leave: 24 days of paid annual leave + 14 embassy official closing days.
- Top-notch health insurance, currently with Aetna, with 85% employer's contribution.
- Work environment: International and dynamic team with short communication channels.
- Workplace: On-site at the Embassy (1430 K Street).

Application Procedure

Interested candidates should send:

- A curriculum vitae (CV)
- A cover letter

Applications must be submitted no later than **Wednesday, April 22** to: notification.washington@diplobel.fed.be . Only applications received via email will be taken into consideration.

The subject line of your email should be:

Application Consular Officer 2026 – [Your Name]

For any questions related to this position, candidates may contact the Embassy using the same email address.

Selection Procedure

Applications received before the deadline will be reviewed carefully.

Shortlisted candidates will be invited to an interview, during which:

- Language proficiency will be assessed.
- Professional skills and motivation will be evaluated.
- Administrative questions regarding the position may be discussed.

An additional practical test may be organized.

All the interviews and tests are scheduled to take place during the month of May. Requests for a virtual interview may be facilitated.