

# EMBASSY OF THE UNITED REPUBLIC OF TANZANIA



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## VACANCY

The Embassy of the United Republic of Tanzania in The Hague is looking for a competent Legal and Multilateral Affairs Assistant commencing March 2023, on a full-time basis, for a period of six (6) months with the possibility of renewal. The closing date for application is **05<sup>th</sup> February 2023.**

### Requirements:

- Must be a legal resident of the Netherlands;
- Hold a Bachelor degree in Laws, preferably Public International Law;
- Minimum 2 years professional experience preferable in international environment
- Have a high proficiency of written and spoken English, with good communication skills in Kiswahili and Dutch languages being considered as an asset;
- Be flexible in the work he/she performs;
- Be conversant with general government office procedures, including the filing system;
- Have good customer service/care experience;
- High degree of integrity and confidentiality;
- Have excellent computer and internet literacy;
- Team-oriented and friendly personality;
- Be ready to perform other tasks that are carried out by officers in the analogous grade; and
- Have effective organizational skills in addition to willingness to work beyond normal office hours when the need arises.

### We offer:

- A welcoming and friendly team
- Regular salary
- Extra payment for working overtime

After acceptance, the applicant will be required to undergo interview and submit certificate of conduct (Verklaring Omtrent het Gedrag).

Please send your application and CV in English to [contact@tanzaniaembassy.nl](mailto:contact@tanzaniaembassy.nl).

*We are looking forward to hearing from you!*