

(READVERTISED)

JOB OPPORTUNITY

**EMBASSY OF THE REPUBLIC OF UGANDA
5911 16TH STREET, NW
WASHINGTON DC, 20011**

(CONSULAR ASSISTANT)

Applications are invited from suitably qualified persons between the ages of 25 – 35 years to fill the available job vacancy at the Embassy of the Republic of Uganda, Washington D.C. Applications should be submitted to the following email address: **washington@mofa.go.ug** and not later than Friday 22nd April 2022.

Applicants who submitted job applications in response to the previous advertisement need not apply.

Applicants for this job advertisement should scan and submit copies of the following documents:

- i. Job application letter addressed to **H.E the Ambassador, Embassy of the Republic of Uganda, Washington DC.**
- ii. A university degree or its equivalent;
- iii. A Curriculum Vitae (CV) or Resume with two references;

Each attachment must not exceed a limit of 1MB, using portable documents format (PDF).

Please Note:

- i. Only applications submitted using the above designated email will be considered.
- ii. Only shortlisted candidates will be contacted.
- iii. Shortlisted candidates shall be required to bring along their original certificates, transcripts and letters of employment, National Identity Cards, Letters of Referees during the oral interviews.
- iv. **Job applicants SHOULD BE U.S. LEGAL RESIDENTS with documentary evidence of relevant work permit documents.**
- v. In case of any inquiry, contact Tel. No. +1-202-726-7100 or e-mail washington@mofa.go.ug.

Job Applicants should have the following Core Competencies:

- 1) Good command of written and spoken English.
- 2) Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Ability to Adapt to Multi Cultural Settings, Innovation and Concern for Quality.
- 3) Standards and Technical Competence, Ability to Coach Subordinates and Report Writing Skills.
- 4) Team Building, Research and Project Management Skills.
- 5) Relevant work experience is an added advantage

Roles and Responsibilities

The Employee shall perform the following Key Responsibilities:

1. Receiving and recording all applications for Visas and renewal of passports;
2. Ensuring that all applications for Visas and passports meet the necessary requirements;
3. Enrollment and issuance of National Identity Cards to applicants;
4. Dispatching all processed documents in a timely manner;
5. Keeping a register of incoming and outgoing documents and mails;
6. Assisting the Consular Officer in processing and handling of applications for Visas, Passports, Emergency travel documents and authentication of documents;
7. Responding to Consular inquiries as guided by the Consular Officer;
8. Any other duties as may be assigned by superiors.

