



Embassy
of the Republic of Poland
in Abuja

POSITION: Multi-skilled public diplomacy, media and administrative officer with background in political science and organization, including project management

LOCATION: Abuja, Nigeria

HIRING AGENCY: Embassy of Poland in Abuja

WORK SCHEDULE: Full time

DURATION: 1 year contract with further possible extensions

CLOSING DATE FOR APPLICATIONS: 28 December 2025 at 23:59 UTC/GMT

JOB DESCRIPTION AND TASKS

As an "analytical support"

Be able to analyse, draw conclusions and give opinions about cases, questions or specific situations or in general in order to advise the officers of Political and Economic section in the analysis and management of a case and the decision.

- Bring knowledge of the Nigerian and regional (West Africa) political/economic/media/cultural context
- For each case in which he/she intervenes or for which her/his opinion is requested, formulate an advice and conclusion that contributes to the good management of the case by the service and/or the manager's decision
- Based on observations, reports and experience, formulate advice to improve the approach to problems
- Participate in meetings to discuss and express an opinion about cases or changes or trends observed in some of the post's fields of activity
- Present project management skills (ability to work in a project cycle from its inception, through selecting partners, working with beneficiaries to project accounting)

As a "knowledge manager"

Search for, gather, archive, if necessary translate and analyse in a permanent way relevant information obtained via all available means in order to monitor the evolutions in the post's fields of activity or interest and acquire or reinforce knowledge in these fields.

- Search for or gather and archive in an accessible manner the relevant information found: in the media; via formal or informal, internal and external contact points; on the website (intranet and internet) or in regulations/reports various notes, on other websites; in national and international reports, in the work of international organisations, in discussion forums, etc.
- Participate in symposiums/events organised by third parties (chambers of commerce, various consultants, etc.) in order to widen the post's network of contacts and collect useful information
- If necessary, translate documents/information and/or write summaries in order to make them

- quickly accessible to the post's and the Section's staff members
- Gather various key elements in a coherent whole, analyse them and establish relevant links between source information and various content
- Provide colleagues and the head of post with the results of the analyses
- Note/summarize/archive the cases/situations experienced by the post as well as all relevant information with regard to local law and its application in order to contribute to maintaining the post's memory
- Keep country sheets, information about local law, lists of useful contacts and/or all other useful databases up-to-date

As an "organiser"

Contribute to the practical organisation of meetings, conferences, seminars, official visits or other events in order to guarantee the successful image of the Embassy:

- Support in drawing up a timetable and the list of participants/guests and assist in preparing invitations
- List the equipment and services needed (premises, various equipment, catering, interpreters, etc.)
- Contact suppliers in order to benefit from offers and carry out an initial analysis in order to make proposals to the manager, if necessary
- Book flights, hotels, restaurants, etc.
- Organise the necessary vehicles and transport to the sites of the activity, hotels, etc.
- Regularly report on (feedback) the status of files

As a "contact person"

Act as a bridge between the officers of Political and Economic section and external contacts (partners, local authorities, private organisations, media, citizens, etc.) in order to centralise and disseminate questions, information and instructions that are useful to the good functioning of the post.

- Transmit questions/information/instructions from line managers to staff and vice versa
- Transmit questions/answers/information from external contacts to the post and vice versa
- Create useful contacts with resource people or bodies in order to strengthen and widen the post's network
- Maintain relations with resource people or bodies, either for exchanging general information or in the frame of specific cases

As a "reception operative"

Ensure the permanence and quality of reception and support the daily work of officers of Political and Economic section.

- Answer basic practical questions (by e-mail, telephone, face to face, etc.) and/or transfer requests to the most suitable colleague in order to answer more complex questions
- Prepare and install documentation and organise catering for meetings
- Ensure the frontline reception of visitors or participants in meetings when relevant

As a "secretarial operative"

Carry out secretarial tasks in order to support the officers of Political and Economic section in the daily administrative management:

- Manage agendas or other schedules
- Make necessary contacts for the officers of Political and Economic section with local official bodies, other representations, private organisations, suppliers, etc
- Sort and record incoming and outgoing correspondence

- Proofread and, if necessary, correct documents (spelling, layout, etc.)
- Reply (telephone, e-mail, letters) to simple requests
- Rigorously keep the register of contacts (electronic business cards, diplomatic lists, ...) of the officers of Political and Economic section up to date
- Draft letters/verbal notes/various communications under officers of Political and Economic section's supervision
- Create spreadsheets and prepare simple presentations
- Prepare the minutes of internal meetings
- Prepare mission authorisations and book trips, hotels for officers of Political and Economic section
- Manage small accounting tasks for the officers of Political and Economic section
- Search for and keep up-to-date information and documentation that is useful for colleagues' work
- Prepare/complete files for meetings, missions, etc.
- Regularly report on (feedback) the status of files

As an "archive manager"

Carry out archiving (paper and/or electronic) according to a logical structure and the instructions in force in order to guarantee easy access to information and documents.

- Gather documents to be archived (letters, files, notes, other relevant information, for example, press articles, background articles, brochures, etc.)
- Develop an optimal archiving system according to instructions or standards (paper or electronic format): label/name, etc. by folder, document, files, etc., draw up a table of contents, etc.
- If necessary, inform colleagues about the archive system and help them with their searches
- Encode data in the databases and print out reports
- Control and update databases and files

KEY COMPETENCIES AND REQUIRED SKILLS

- Analytical skills, good drafting skills, good knowledge of political/economic, media/cultural context of Nigeria and West Africa
- French language will be an important added value
- Project management experience and skills
- Be able to work in a team: contribute to a good team spirit and a good atmosphere at work by sharing ideas and useful information, listening to the opinions of others, participating in the service's activities, being prepared to help spontaneously or on request and combining strengths, avoiding and resolving disputes
- Be service-oriented (internal and external users): give priority to the needs of users (internal and external) and offer a fast, proactive, personalized effective service (with the required transparency and integrity) and establish constructive contacts
- Show others respect and be open to their ideas, their opinions and their differences, whether cultural or other; accept procedures and instructions in accordance with oneself and others
- Be reliable/trustworthy/loyal: act honestly, in accordance with the job's requirements, respect ethical principles, including confidentiality and integrity, respect your commitments and avoid any form of partiality
- Be able to adapt/be flexible: adopt a flexible attitude, adapt to changes in various situations. Be flexible in terms of the roles and tasks allocated, working hours and, if necessary, the place of work
- Be capable of developing yourself: constantly attempt to progress in your job and, if necessary, take initiatives to develop new skills according to available resources
- Invest in order to achieve your goals: be involved, do your utmost and show your wish to achieve your goals and the goals of the service and/or the post; take responsibility for the quality of the actions undertaken.

REQUIREMENTS

Education:

- A minimum of a Master degree from a recognized university (political science, international relations, economics, management or related)
- Fluent speaking, writing and reading in English is required. Language proficiency will be tested. Knowledge of French will be an important asset, Polish will be appreciated

Experience:

- Minimum 3 years of recent experience working within an office environment in an administrative support or program assistant capacity for a corporate organization, foreign mission, government office or international organization
- Minimum 3 years of recent experience providing effective client service and dealing with the public (in person, by telephone, and electronic messaging)

RECRUITMENT

Conditions of Employment

- You must be legally able to work at the Embassy of Poland in Nigeria; please note that the Embassy does not sponsor work authorizations directly or indirectly
- Before an offer of employment can be made, candidates must provide a local Nigerian address as proof of residence so that if selected, it will appear on the offer letter

Recruitment process

- Send your application to abuja.recruitment@msz.gov.pl with the following subject: "Multi-skilled operative – Surname Name"; example: If your name is "John Smith", you should use the subject "Multi-skilled operative – Smith John".
- In your application, you must include the 3 following documents:
 - Curriculum Vitae (CV) of maximum 2 pages
 - Cover Letter of maximum 2 pages
 - Copy/scan of your identity card or passport
- The CV, cover Letter and proof of identity must all be in PDF format
- Those 3 PDF documents must be attached to one same email, the size of that email must not exceed 6MB
- You may attach recommendation letters of previous employers
- The deadline for applications is 28 December 2025
- Any application that does not respond exactly to the instructions presented above will be automatically eliminated

Area of selection

Open to applicants who are legal residents or citizens of Nigeria, who meet all the essential requirements stated in this job poster, and whose applications are received by the closing date. The Polish Ministry of Foreign Affairs is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered based on merit. Our Embassy offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture.

SALARY

10 000 € annually