

Position: Consular Assistant

Location: Abuja, Nigeria
Hiring agency: Embassy of the Republic of Poland in Abuja
Employment Type: full-time
Duration: 1 year contract with further possible extensions
Closing date for applications: 19 July 2026 at 23:59 UTC/GMT

Position Summary

The Embassy of the Republic of Poland in Abuja is seeking to recruit a highly organized and dependable individual for the position of Consular Assistant. The successful candidate will provide administrative and operational support to the Consular Section, ensuring the efficient delivery of consular services.

Key Responsibilities

- Provide professional assistance to applicants in relation to consular services, including passports, visas, and document legalization
- Receive and process applications and supporting documentation in accordance with established procedures
- Accurately input and maintain records within internal systems
- Respond to inquiries in a timely and courteous manner
- Provide general administrative support to the Consular Section

Requirements

- Completion of higher education (administration or management preferred)
- Fluent speaking, writing and reading in English is required. Language proficiency will be tested. Knowledge of French will be an important asset.
- Prior experience in administrative or office-based roles is highly desirable; experience within an embassy, consulate, or other diplomatic environment will be considered a significant advantage
- Demonstrated high level of professionalism, integrity, discretion, and personal conduct
- Strong interpersonal and communication skills
- Excellent organizational skills, attention to detail, and ability to manage multiple tasks
- Proficiency in Microsoft Office applications
- Ability to work effectively under pressure and adhere to deadlines
- Criminal record certificate

Recruitment:

Conditions of Employment

- You must be legally able to work at the Embassy of Poland in Abuja, 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: "Consular Assistant – Surname Name"; example: If your name is "John Smith", you should use the subject "Consular Assistant – Smith John"
- In your application, you must include the 4 following documents:
 - Curriculum Vitae (CV) of maximum 2 pages
 - Cover Letter of maximum 2 pages
 - Copy/scan of your identity card or passport
 - Criminal record certificate
- The CV, cover Letter, proof of identity and criminal record certificate must all be in PDF format
- Those 4 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 19 July 2026
- 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.