



REPUBLIC OF SLOVENIA
EMBASSY IN MANILA

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CONSULAR ASSISTANT

Number of vacancies: 1

Contract type: Full-time. This position is a Locally Engaged Staff (LES) position, subject to the Terms and Conditions of Employment for Slovenian LES in the Philippines.

Starting date: November/December 2026

Application deadline: 13 October 2026 by 23.59 Philippines time

Interviews (for shortlisted candidates only): 20 – 23 October 2026

Key Duties and Responsibilities:

Consular

- Provides consular support to Slovene citizens which involves liaising with citizens by phone or email or with relevant organisations and authorities in Slovenia and Philippines, as necessary
- Process passport, visa, notarial, civil registry applications and other related consular duties
- Maintain consular files and records
- Other duties may be assigned from time to time

Administrative

- Provides administrative support to ensure day to day operations
- Responds to emails and other online queries and correspondence
- Drafts and edits letters, reports and other documents
- Researches as requested and compiles and summarizes information for reports or presentations
- Works closely with other administrative staff and supports other colleagues as needed
- Other duties may be assigned from time to time

Qualifications:

- Bachelor's degree in Diplomacy, Consular, International Relations, Business Administration, or related fields
- Minimum of three years' work-related experience and experience working for a diplomatic mission is an advantage

- Strong communication skills, both written and verbal, and the ability to operate diplomatically in a multicultural environment. Fluent in English and Filipino. Knowledge of Slovenian language is considered an advantage
- Competency in Microsoft Office suite, other IT applications, and social media apps
- Willingness to work in an international environment and learn new skills

If interested, please submit your resume/curriculum vitae with your photo and a letter of intent to sloembassy.manila@gov.si by 13 October 2026 at 23.59 Philippines time.

The email subject should state: CONSULAR ASSISTANT/Last name of applicant.

Only applications submitted in English and before the deadline will be considered.

Only shortlisted candidates will be notified by e-mail no later than 19 October 2026 that they have been invited to an interview. Interviews will take place between 20 and 23 October at the premises of the Embassy of Slovenia in Manila. Candidates will be required to provide proof of education and work experience during the interview. Reference contacts and NBI and police clearances will be requested later.

The successful candidate will be required to undergo security-vetting procedures. Any offer of employment is subject to obtaining the necessary Slovenian security clearance.

The terms of employment are based on the local legislation and conditions applicable to locally hired employees.

The start date mentioned in the job advert is a tentative start date. Any offer of employment will be subject to the candidate achieving suitable clearances.

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