

Embassy of Pakistan

Vienna

VACANCY ANNOUNCEMENT

The Embassy of Pakistan, Vienna is seeking suitable candidates for the position of Consular Assistant. Candidate fulfilling the following criteria may apply for the post.

Local Based Consular Assistant

- Assist in processing visa, passport, and applications in accordance with embassy/consulate regulations.
- Handle inquiries from the public (in person, via email, and telephone) in a professional and cordial manner.
- Maintain accurate records, case files, and databases for consular services.
- Draft correspondence, prepare reports, and assist with the preparation of official communications.
- Perform various clerical tasks such as photocopying, scanning, organizing official documents, filing, data entry and basic tasks.
- Assist in planning and coordinating official meetings and events hosted at the mission.
- Ensure compliance with internal procedures and security protocols within the consular section.
- Perform protocol related duties, if required.
- Facilitate translation/interpretation
- Any other duty assigned by the Head of Mission and Head of Chancery
- Exhibit flexibility and willingness to assist with various tasks as needed.

Qualifications and Skills

- **Educational Background:** High school diploma or equivalent.
- **Communication Skills:** Good verbal and written communication skills of Urdu, German and English.
- **Organizational Skills:** Ability to handle multiple tasks and prioritize work efficiently.
- **Basic Computer Skills:** Familiarity with basic office software (e.g., Microsoft Office Suite).

2. The application should include the following documents:

- CV/Resume
- Copy of residence/work permit
- Identity Document
- Valid Driving License

3. Interested candidates may apply at the following email: Parepvienna@mofa.gov.pk by **Tuesday, 10 February 2026**.

Date: 26.01.2026

Vienna, Austria
