

BRITISH HIGH COMMISSION DHAKA

**MAN 410/1
MAN 431/1**

27 September 2009

OFFICE NOTICE NO: 19/09

To: BHC – All Staff
DFID-B
BHC Clinic
BHC Commissariat
BHC Club
British Council

Embassy of United States of America
Canadian High Commission
Australian High Commission
EU & EEA Missions

LE III VACANCY– CONSULAR ASSISTANCE OFFICER

The Consular Office is looking to fill this full-time position immediately. The successful candidate will need to be organized, committed and be able to work as part of a team.

Duties and responsibilities of the position include:

- Assisting distressed British nationals in serious cases
- Lead on managing registration on 'LOCATE', and the Consular Publicity Campaign to highlight LOCATE
- To maintain local liaison with British Community , Wardens, Local Lawyers, Medical service providers and close contact with MFA, MHA, Prison authorities, Police stations & Special Branch (SB)
- Work on crisis preparedness by updating Post Emergency Plan (PEP) and Civil Contingency Plan (CCP), maintaining supply of crisis equipment and carrying out checks particularly Satellite phone checks
- Responsible for ensuring that information is available in a readily accessible form to Distressed British nationals
- Updating Travel Advice in liaison with colleagues at the High Commission, relevant desks at the Foreign and Commonwealth Office (FCO) in London
- Lead on updating information in consular pages of BHC website regularly
- Preparing management statistics and reports in line with agreed procedures
- Participant in office financial procedures
- Line management responsibility of LEIV

The successful candidate will be someone who:

- Can prioritize their work and meet deadlines
- Has an ability to communicate confidently verbally and in writing, in English and Bengali, to include writing reports, letters and emails
- Is customer focused, customers include distressed British nationals and colleagues in Bangladesh and the UK
- Has problem-solving ability and recognizes potential problems before they happen and is ready to come forward with solutions
- Competent in use of IT including Microsoft Office tools
- Is a team player

Applications will only be accepted on a BHC job application form, which is available from the "UK in Bangladesh" website: <http://ukinbangladesh.fco.gov.uk/en/our-offices-in-bangladesh/working-for-us/>

Completed forms should be returned to the Human Resources Unit of the British High Commission by **Sunday, 11 October 2009**. Please mark your envelope: VACANCY – CONSULAR ASSISTANCE OFFICER
Receipt of applications will not be acknowledged but applicants called for interview will be notified.

The British High Commission is an equal opportunities employer. We welcome applications from suitably qualified individuals, regardless of race, social background, gender, sexual orientation or disability. All applications are treated on merit.