



**The Consulate General of the Grand-Duchy of Luxembourg in
San Francisco
is recruiting**

1 consular officer

**One-year fixed-term contract with effect from 1 September 2026,
with the possibility of a permanent position following this period.
20 hours/week**

Your duties:

- Consular work
 - You will process passport and visa applications;
 - You provide administrative support for consular work;
 - You contribute to the smooth operation of the consular section, including processing emails, answering phone calls, and filing documents;
 - You will directly interact with the public and assist applicants in a professional and courteous manner;
 - You will maintain accurate records and ensure proper handling of sensitive information.
- Logistics
 - Support the planning and execution of events, including logistical coordination and on-site assistance;
- You carry out any ad hoc tasks necessary for the smooth operation of the Consulate General.

Your qualifications / requirements:

- You have minimum a high school diploma or equivalent;
- You have a minimum of 2-5 years of work experience;
- You are fluent in English and French (spoken and written)
- You are authorized to work in the U.S. (citizenship, green-card holder, work-visa);
- You are familiar with information technology, in particular Microsoft Office (Word, Excel, Power Point and Outlook);

- You have excellent administrative and communication skills,
- Previous work experience within a similar position will be considered as an advantage
- Sense of initiative, organization, and the ability to work independently
- You are able to work independently as well as a part of a team.

What we offer:

- Annual gross salary of 31.000 to 42.000 USD depending on your experience and qualifications;
- Health insurance at United Health care;
- Possible bi-annual salary increases up to 2,5 % based on employee performance;
- 25 days of annual leave (pro rata based on a 20-hour workweek), plus federal holidays.
- End of the year bonus equivalent to one month's salary.

Please note that California labor law will govern the contract, including the remuneration.

To apply, please send your resume and diplomas to sanfrancisco.cg@mae.etat.lu with a cover letter giving details on the current job and diploma, salary, availability, and motivation for applying. Deadline is June 26th.

Only short-listed candidates will be contacted for assessments and interviews.