

The American Embassy seeks  
**Consular Assistant**  
in a temporary position for 6 months

We are looking for a self-motivated and tactful Consular Assistant who will thrive on customer contact and administrative work in a hectic environment.

Tasks:

- Perform passport and citizenship services: prepare documents for notarial services, prepare documents for judicial services, render services in welfare, arrest and death cases, and assist with miscellaneous American citizen services.
- Other duties as required.

Qualifications:

- Completion of secondary school.
- Two years' progressively responsible work experience in a customer-focused environment.
- Fluency in English and Norwegian.
- Ability to plan, organize and prioritize work under great pressure.

All applicants must have the required work and/or residency permits for Norway.

Send electronic submission of applications in English via email to: [hro-oslo@state.gov](mailto:hro-oslo@state.gov) by COB February 7, 2016.