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## Ministry of Foreign Affairs Jobs 2025 Application Form

### Description

As a Diplomatic Relations Officer at the Ministry of Foreign Affairs, you will play a crucial role in promoting and safeguarding the interests of our nation on the global stage. This position requires a dynamic individual with strong interpersonal skills, cultural awareness, and a keen understanding of international relations. You will be responsible for managing diplomatic relations, representing the country at various international forums, and contributing to the formulation and execution of foreign policy.

### Responsibilities

- **Diplomatic Representation:** Represent the country at international conferences, summits, and diplomatic events. Build and maintain relationships with foreign diplomats and government officials.
- **Policy Analysis:** Conduct in-depth analysis of global political and economic developments. Provide insights and recommendations to senior officials for the formulation of effective foreign policies.
- **Negotiation and Diplomacy:** Engage in diplomatic negotiations to advance the country's interests. Collaborate with other nations to address common challenges and foster cooperation.
- **Crisis Management:** Respond to international crises and emergencies. Work closely with relevant authorities to develop and implement crisis management strategies.
- **Protocol and Etiquette:** Ensure adherence to diplomatic protocols and etiquette. Coordinate official visits and receptions for foreign dignitaries.
- **Documentation and Reporting:** Prepare comprehensive reports on diplomatic activities, international developments, and outcomes of negotiations. Maintain accurate records of diplomatic correspondence.

### Qualifications

- **Educational Background:** A bachelor's or master's degree in International Relations, Political Science, Law, or a related field.
- **Experience:** Minimum of 3 years of experience in international relations, diplomacy, or a related field. Experience in diplomatic negotiations is highly desirable.
- **Language Skills:** Proficiency in English and at least one other major international language. Strong written and verbal communication skills.
- **Analytical Skills:** Strong analytical and research skills to assess complex international issues.
- **Cultural Sensitivity:** A deep understanding of cultural differences and the ability to navigate diverse international environments.

### Job Benefits

- Competitive salary commensurate with experience.
- Health and life insurance coverage.

### Hiring organization

Ministry of Foreign Affairs

### Employment Type

Full-time

### Industry

Government Administration

### Job Location

Central Business District, Abuja, Nigeria, 900001, Abuja, Abuja, Nigeria

### Working Hours

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### Date posted

August 8, 2025

### Valid through

10.12.2026

- Professional development opportunities, including training and workshops.
- Opportunities for international travel.
- Pension and retirement benefits.

## **Contacts**

Interested candidates should submit their applications along with a detailed resume, a cover letter, and contact information for three professional references. Please email your application. Diplomatic Relations Officer Application.

[Application Portal Linke](#)

The deadline for application submission is [10.12.2026]. Only shortlisted candidates will be contacted for interviews.

Join us in shaping and advancing our nation's foreign policy on the global stage!