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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

May 7, 2026

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!