

Employment with the U.S. Mission to the Netherlands

We offer

- Competitive salary*
- 8.33 % End of year bonus (13th month)
- 8.2% Holiday bonus
- 3.67% Duty-free days bonus
- American and Dutch public holidays (approximately 16 days)
- Minimum 23 days of paid annual leave per year**
- 12-month contract which will be renewed under the same conditions based on job performance, funding, and security clearance (unless otherwise advertised)
- Sick leave, maternity leave, parental leave, and other leave in line with Dutch regulations
- Defined Contribution Pension Plan
- Collective medical health insurance plan
- Travel allowance
- Bicycle Benefit Plan
- Extensive training opportunities

Our work environment



Working for the U.S. Mission to the Netherlands means contributing to the strong bilateral ties between the United States and the Netherlands. The Mission works actively to increase cooperation on counter terrorism, enhance U.S. economic prosperity, and fight international crime. The U.S. Consulate in Amsterdam provides services for American citizens and visa services.

The U.S. Mission offers a unique international work environment with substantial opportunity for career growth. Our diplomatic community is diverse and multi-faceted fostering managing principles of Diversity and Inclusion. We create a team environment which includes various social gatherings for our 300+ employees.

We look forward to welcoming you as our new colleague!

* Local employees are required to pay tax and social premiums to the Netherlands Government unless they are a U.S. Citizen, in that case U.S. taxes and social premiums apply. The Mission does not withhold local tax or premiums.

**Annual leave is accrued per bi-weekly pay period based on a full-time work schedule of 40 hours per week.

Applying for a position with the U.S. Mission to the Netherlands

The U.S. Mission in the Netherlands provides equal employment opportunity and fair and equitable treatment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The U.S. Mission to the Netherlands is dedicated to a fair and transparent recruitment process.

The recruitment process for every local position consists of the following steps.



Step 1 Submit your application through the Electronic Recruitment System (ERA)

All candidates must submit their application before the closing date of a vacancy announcement via ERA to be considered for employment. Submit as much information as possible and include all the listed required documents. Failure to do so may result in a determination that the applicant is not eligible and qualified.

Step 2 Language test and assessment

Most of our positions require a certain level of the English and local language. Your language level will be tested based on the requirements of the advertised position. The language testing is currently done online and takes about one to three hours of your time. An assessment can also be part of the recruitment process depending on the job requirements. You will only be invited for a language test and interview if you are qualified for the position and short-listed by the Hiring Office.

Step 3 Interview

The interview takes place after you have been successfully passed the language testing. The Hiring Office and HR are present at your interview.

Step 4 Conditional Offer

Congratulations! If you are the selected candidate for the position, you are offered a conditional offer of employment. At this stage, do not resign from your current position until a formal offer is issued.

Step 5 Security clearance process and additional requirements

The security clearance procedure takes several weeks to complete and includes a VOG (Verklaring Omtrent Gedrag). For some positions a medical examination is required.

Step 6 Formal Offer

The formal offer is the final step of the recruitment process and confirms your new position, salary and start date.

Thank you for your interest in employment with U.S. Mission to the Netherlands!