

Embassy of Bangladesh
Berlin
Job Vacancy
Post: Assistant/ Social Secretary to His Excellency the Ambassador
Position vacant: 01

Post:	Assistant/ Social Secretary to His Excellency the Ambassador
Number of positions:	01
Starting from:	As agreed in contract
Type:	Contractual, renewable on condition and performance
Salary & benefit:	<ul style="list-style-type: none"> • EUR 2400 per month (negotiable, based on the qualification and performance); • In addition, Embassy will contribute 50% of the Social Security insurance of the incumbent
Job responsibilities (not limited to):	<ul style="list-style-type: none"> — Secretarial responsibilities — Administrative responsibilities — public communication — maintaining Embassy key contact points in Germany, Kosovo, and the Czech Republic — programme and events coordination. — translation and interpretation — managing and organizing schedules and programmes of the Head of Mission — extending secretarial assistance to other officials as required — Tasks as instructed by the Head of Mission and Head of Chancery
Required skills:	<ul style="list-style-type: none"> • Bachelor/Master level education completed. • Good communication and interpersonal skill, hardworking and dedicated. • Excellent Computer skill, Microsoft office, Email and data management, documents management etc • Similar job experience (if any) • Ability to work as individually or in a team. • Prepared to work in weekend, and extra hours or in any special circumstances as required by the Embassy
Language skill:	Fluent in English, German Fluency in other language will be an asset
Duty Station:	Embassy of Bangladesh, Berlin Kaiserin-Augusta-Allee 111, 10553 Berlin And, as required in other places
Required Documents:	01 x Cover letter in English [in 01 A4 page maximum] 01 x Motivation and interest letter in Deutsch/ German [in 01 A4 page maximum] 01 x Latest CV/ resume in English 01 x biometric Photo of the applicant All academic certificates Skill set certificates (if any) Any recommendation from the previous employer (if any)
Remarks:	<ul style="list-style-type: none"> • Please send all documents to <mission.berlin@mofa.gov.bd> • Only shortlisted candidates will be called for assessment in due course of time. • No separate email will be sent to the applicants explaining decisions of the Embassy in connection to this recruitment. • Embassy of Bangladesh in Berlin holds all rights to change, modify, cancel, postpone any of the above or all conditions of this job advertisement at anytime without any prior notice.