

**Embassy of Bangladesh
Berlin**

Job Vacancy

Post:	Intern
Number of positions:	as decided by the Embassy
Starting from:	As decided by the Embassy
Type:	Contractual, renewable as decided by the Embassy
Salary:	Non-paid internship only
Job responsibilities (not limited to):	Embassy may define job portfolio based on hours/ days
Required skills:	<ul style="list-style-type: none">• Bachelor/Master level completed / ongoing• 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.• Prepare to work under 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 will endorse the certificate of completion of the Internship (as applicable)• 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.