



Addis Ababa, April 20th, 2017

Job Vacancy

The Embassy of the Federal Republic of Germany invites for applications for the following job vacancy available from June, 1st 2017:

Assistant Clerk at the Visa- and Consular Section

Job description:

- Acceptance of visa applications
- Processing of visa applications
- Providing information about visa matters in writing as well as verbally
- Acceptance and accounting of visa fees
- Management of filing system

Requirements:

- Preferably completed university degree
- Very good computer skills of all current programmes
- Very good communicating and analytical skills- ability to work in a team
- Experience in administrative services would be an advantage

Language skills:

- Fluent in German (B1) and English (B1) and good writing skills, fluent in Amharic

The salary will be appropriate and customary, the contract is based on Ethiopian law.

Please submit your complete application including the following documents:

- curriculum vitae with a recent photograph
- letters of recommendation as well as school certificates (copies)
- proof of university degree (copy)
 - proof of previous employment (copy)

- proof of language skills (copy)
- copy of your passport and/or Kebele ID-Card

Notice:

Documents in Amharic must be accompanied by an English or German translation from an authorised translation office.

The closing date for the submission of applications is

May 19th, 2017

Applications must be addressed to:

German Embassy, Administration, Yeka Kilfe Ketema, Woreda 03, Addis Ababa
or POBox 660, Addis Ababa

Or Email: Vw-S1@addi.diplo.de

Or Fax: 011 123 51 52

Candidates will be required to undergo a written test and should be available in the fourth week of May for an interview.