



Botschaft
der Bundesrepublik Deutschland
Addis Abeba

Job Vacancy

The German Embassy in Addis Ababa invites applications for the following job vacancy available August 1st, 2017:

Political and Press Assistant, Translator / Interpreter

Job description:

- Assisting the political section in providing information, insight and analysis on political developments in Ethiopia
- Attending and reporting on multilateral meetings, conferences and court trials
- Building and maintaining networks with Ethiopia's political scene
- Translating political documents from Amharic into English (or preferably German)
- Assisting the protocol section in organizing high-level visits in Ethiopia
- Assisting the press section in reviewing and summarizing the Amharic and English media (print, radio, TV and online)
- Compiling and presenting the Embassy's press review
- Preparing press releases, assisting in updating the Embassy's Facebook page
- Building and maintaining networks with Ethiopia's media scene
- Interpreting meetings and interviews of the Ambassador and other diplomats from/to Amharic and English (or preferably German)

Required skills and experiences:

- Analytical skills in following, assessing and reporting on political developments in Ethiopia and Ethiopian national policies, including human rights, rule of law and governance.
- Ability to present concise and informative summaries orally and in writing
- Professional networks into Ethiopian politics and media

- Ability to work independently and meet deadlines under demanding conditions
- Openness to take initiative and develop new ideas; flexibility to take on new tasks and areas of responsibility, including with other Embassy sections, when required
- Excellent interpersonal skills and manners; discretion and a high level of trustworthiness, combined with a high degree of punctuality and reliability
- Computer literacy in Microsoft Office (incl. Word, Excel, Powerpoint and Outlook)
- Experience with Social Media communications

Required qualifications:

- University degree, preferably in Political Science, Economics, Law, Communication or related fields
- Minimum three years of relevant work experience in Embassies, International Organizations, Journalism or related sectors

Language skills:

- Proficiency in English and Amharic languages, knowledge of German language is an advantage

Payment is subject to the Embassy's salary scale, will be appropriate, customary and in local currency. Contract will be based on Ethiopian law.

Applications must include:

1. an individual motivation letter
2. an updated CV as well as
3. a proof of a minimum of three years' employments in relevant fields

Incomplete applications will be returned.

Deadline for applications: July 12th, 2017

Applications should be submitted to the following address:

German Embassy, Administration, Yeka Kilfe Ketema, Woreda 03, Addis Ababa or P.O. Box 660, Addis Ababa

Or e-mail: Vw-S1@addi.diplo.de or fax: 011 123 51 52

Selected candidates will be invited to undergo a written test and as well as an oral exam.