



Embassy  
of the Federal Republic of Germany  
Islamabad

### **Vacancy Announcement**

The Embassy of the Federal Republic of Germany in Islamabad seeks to recruit starting 1 March 2012

#### **an Administrative Assistant**

to be employed at its Administrative Section.

The job description is as follows:

- Delivery and reception of diplomatic correspondence with local authorities
- Preparing of tax exemption certificates for Embassy shipments
- Dealing with local authorities, inter alia suppliers of electricity, gas and telephone services
- Technical handling of official German delegations and visitors
- Arranging of official appointments for the Embassy
- Coordination of entry permits for visitors into the Diplomatic Enclave

The applicant should possess the following qualifications:

- Excellent knowledge of German, English, Urdu and one other local language, both verbally and in writing
- Bachelor's degree (public administration, business management or the like)
- Work experience in a public-oriented position, preferably in public administration, foreign institutions, etc.
- Excellent manners, groomed and self-assured appearance
- Outstanding ability to interact with local and foreign colleagues as a team player
- Good IT-knowledge (Word, Outlook, Excel or similar programmes)

Please submit:

A letter showing your motivation in the German and English language, your CV, one passport photograph, certified copies of documents describing your academic qualifications and your professional experience, certified copies of your passport or National Identity Card

**until 24 February 2012 to**

Mr Michael Wegener  
Head of Administration  
Embassy of the Federal Republic of Germany  
Ramna 5, Diplomatic Enclave, Islamabad

We ask for your understanding that only applications of candidates with full documentation and the required qualifications will be considered. Only short-listed candidates will be contacted for an interview.

Applications from either gender will be treated equally.