

URGENT

Vacancy Announcement

(Date: 10. July 2017)

The Embassy of the Federal Republic of Germany in Islamabad seeks to recruit two suitable qualified

Administrative Assistants

to be employed at its Visa Section
starting
September 2017 on a temporary basis (9-12months).

The Job Description is as follows:

- Handling and initial assessment of visa applications
- Conducting interviews at the counter
- Entering of applicant's data into the electronic visa system
- Dealing with client queries by phone, email or in person
- Providing translation and interpretation from Urdu into English and German or vice versa
- Administrative support of the Entry Clearance Officers

The applicant should possess the following minimum qualifications:

- B.A. or professional experience in the administrative field
- Excellent knowledge of Dari and English (both compulsory)
- Preferably sufficient command of the German language in reading and writing
- Working knowledge of standard IT programs (Word, Excel and similar)

We expect:

- Equitable, honest and professional behaviour with both the public and colleagues
- Reliability, commitment and dedication to the job
- Interest and ability to work in a service-oriented environment
- Willingness to obtain a working knowledge of special software used in the visa section

Please submit:

- Full documentation to prove your qualifications as requested above
- A curriculum vitae
- A letter showing your motivation handwritten by yourself in the English language

until 25 July 2017 to

Embassy of the Federal Republic of Germany
Administration -HR-
Ramna 5, Diplomatic Enclave, Islamabad

The Embassy of the Federal Republic of Germany guarantees that men and women enjoy equal professional opportunities and therefore explicitly encourages qualified women to apply for the job. Within the legal framework applicants with severe disabilities will receive preferential treatment if they have the same qualifications as their competitors.