



The Embassy of the Federal Republic of Germany

has a vacancy for a position in

OFFICE MANAGEMENT

at the German Information Centre (GIC) at the German Embassy Pretoria. The position (41 working hours per week) is to be filled as soon as possible. Employment is subject to South African law and remuneration is customary to South African standards and according to the Embassy's salary scheme.

Main duties:

- Keeping contact and coordinating with the Federal Foreign Office in Berlin as well as with German embassies in the region, international partners and media in various African countries
- Keeping contact lists up-to-date
- General secretarial tasks, carrying out correspondence
- Travel and hotel booking
- Internet research
- Assisting with managing the GIC's social media channels and website
- Ad hoc support in receiving and taking care of guests
- Assisting with preparing and executing conferences and seminars

Requirements:

- Candidates need to have completed their secondary education (matric and/or German Abitur/secondary school education)
- Excellent proficiency in English (oral and written), proficiency in German would be a great advantage
- Several years of professional experience preferable
- Organizational experience and talent
- Good PC skills
- The applicant should have strong communication and organizational skills. The applicant should be able to work in a team, cope with pressure
- Valid residence and work permit for South Africa

Your written application should include a summary of your professional background and previous job experiences, qualifications and a photo.

Suitable candidates will be invited to a written selection test and a personal interview – both will probably take place beginning of March 2019.

Please send your application by 28 February 2019 exclusively by email to the Embassy of the Federal Republic of Germany – info@pretoria.diplo.de