



Embassy
of the Federal Republic of Germany
Abu Dhabi

One team – worldwide

The Embassy of the Federal Republic of Germany in Abu Dhabi is looking for an

Office Assistant (Economic Section)

(part time position 20 hours/week, working week: Monday - Friday)

as of beginning of October 2024

Description of Duties and Responsibilities:

- Monitoring, documentation and research in the fields of economy, energy and climate; drafting of policy papers
- Event organization and attendance thereof (possibly also after regular working hours)
- Scheduling of appointments with local authorities & routine correspondence
- Assisting in preparing and planning for high-ranking delegations from the Federal Republic of Germany
- Maintenance of databases and guest lists

Your Profile:

- A-level or Secondary school certificate
- Excellent knowledge (spoken and written) of English and Arabic
- Preferably good working knowledge of German
- Ideally commercial professional training
- Knowledge of current office computer software
- Several years working experience in relevant fields
- Interest in and knowledge of the political life in Germany and the UAE

You provide:

- The ability to work in a team and flexibility as well as operational readiness and the ability to work under pressure
- Professional and positive attitude, reliability and integrity
- Loyalty and a high level of discretion

We appreciate:

- Local knowledge and being accustomed to local conventions

A valid residence and work permit for the UAE are preferable.

Compensation will be paid according to the salary grid for locally employed staff of the German missions in the UAE. German and EU citizens mandatorily participate in the German pension insurance.

Please send your application including the following documents:

- Curriculum Vitae in English and Arabic language with photograph
- Letters of recommendation as well as school certificates
- Proof of previous employment
- Copy of your passport as well as your residence permit for the UAE

no later than 05.09.2024 via email to:

Administration of the Embassy of the Federal Republic of Germany in Abu Dhabi, Attn.: Mrs. Susanne Sieloff, Email: vw-s1@abud.diplo.de

Incomplete applications cannot be considered. The Embassy will not confirm reception of the applications. Suitable applicants will be contacted after the closing date for the applications and will be invited for a job interview. After having successfully completed the application process a routine health check and vetting process will be conducted. Your consent to this procedure is being assumed with your participation in the application process.

We appreciate diversity and welcome applications by people regardless of their cultural, social and ethnic background, sex, religion or philosophy of life, disability, age or sexual identity. Disabled persons will be given priority according to legal provisions if they are equally qualified.

The Federal Foreign Office is championing the professional promotion of women and particularly welcomes applications by qualified women.

Further information about the Embassy can be found under: <https://uae.diplo.de/ae-en>

Personal data of the applicants will be processed according to article 13 of DSGVO. Further information can be found under: <https://uae.diplo.de/ae-de/vertretungen/botschaft/-/2487746>