



The German Embassy in London is seeking a full-time

## **Assistant in the Department for Economic and Global Affairs**

to start on 1 February 2025

### **The role includes:**

- Assisting with the reporting and analysis of relevant developments in the fields of economic affairs, climate policy, renewable energy and science in the United Kingdom; writing background briefings, records of discussions, and position papers
- Organising and putting on Embassy events and meetings in conjunction with British and German partners
- Arranging visitor itineraries and looking after delegations
- Providing administrative support in the Economic Affairs and Science department

### **Candidate profile:**

- Must already possess a residence and work permit for the United Kingdom
- At least a bachelor's degree or equivalent qualification in a relevant subject, or equivalent work experience
- Candidate will ideally have experience of working for a government authority and/or an NGO
- Knowledge of economic and science policy in Germany, the United Kingdom and the EU an advantage
- Highly articulate with very good written and spoken German and English
- Good organisational skills
- Flexible and able to work under pressure
- Good team player with strong communication skills
- Quick learner, interested in administrative processes

Training will be provided. Contract based on UK employment law. Normal working time is 40 hours a week. Appointment will initially be on the basis of a six-month fixed-term contract. Salary is based on the Embassy's pay scheme. Starting salary is £4,447/month gross for the six-month trial period, rising to £4,654 after successful completion of the six-month trial period. Salary will be taxable in Germany unless you are a British citizen and do not also hold German citizenship. National Insurance contributions are to be paid in the United Kingdom.

If you are successful in the selection process, a security background check, for which your cooperation is required, will be conducted prior to hiring.

Please email your application (a CV in German and English with a covering letter in German and English; proof of your educational qualifications / employment references / letters of recommendation if applicable; proof of your right to live and work in the UK) **by 15 November 2024** to:

[admin-vacancies@lond.diplo.de](mailto:admin-vacancies@lond.diplo.de)

Interviews are likely to be held in **early December**.

Only complete applications will be considered.

Unfortunately we will not be able to acknowledge receipt of applications. We will only be contacting candidates who will be invited to interview.