



Consulate General  
of the Federal Republic of Germany  
Dubai

## VACANCY ANNOUNCEMENT

The German Consulate General in Dubai has an opening for an

### **Administrative Assistant for Public Relations Services**

to fill a full-time position (40 hours/week) starting **March 1<sup>st</sup> 2021**.

The position is initially based on a two-years contract and may be converted into a permanent position afterwards. Working hours: 7.30am to 4pm.

#### Duties and responsibilities:

- Correspondence with local entities, organizations and institutions (written and spoken);
- Relocation support and registration of diplomats;
- Ensure smooth immigration and work permission processes (initial application and renewal) of local employees at any time;
- Organize and manage periodic renewal of needed licenses and government registrations;
- Pre validation of local invoices (DEWA, Salik etc);
- Monitoring of local media publications; conduct researches as per request.

#### Qualifications/experience required:

- Bachelor's or Master's Degree is mandatory;
- Hindi or Arabic on first mother-tongue level is mandatory (local courts language);
- Very good knowledge of the English language; German skills are a non-mandatory advantage
- A minimum of 3 years' experience with local entities or equivalent;
- Advanced Microsoft Office skills.
- Professional demeanor, reliability, integrity as well as the ability to work in a team;

Due to the UAE labor law, no leave can be granted during the probation period (first six months of employment).

Please note that employment depends on the outcome of a legal background checks (certificate of good conduct health check show etc).

The compensation is based on the remuneration scheme for locally employed employees of the Consulate General Dubai. The salary is subject to German tax. German and EU nationals also pay to the German pension insurance.

Please submit your application and a motivation letter in English (or German) together with the following documents:

- CV with photograph;
- Diploma;
- Letter of recommendation from former employers if applicable;
- Proof of past employment;
- Scan of your passport and current Visa.

by email only to [vw-101@duba.diplo.de](mailto:vw-101@duba.diplo.de) by January 30 2021 at the latest.

**Please note, that only complete applications will be accepted.**

The Foreign Office supports the professional qualification of women and hence invites qualified females to register. If equally qualified applicants of determination will be preferred. Short-listed candidates will be contacted for an interview during the first half of February 2021.