



The Embassy of the Federal Republic of Germany in Abu Dhabi
has an open position for a
receptionist and telephone operator (part time – 28 hours per week)
as of July 2026.

The position consists of the following duties and responsibilities:

- reception at the Embassy's entrance
- telephone operator
- internet research

Applicants should have the following qualifications and professional experience:

- experience as a receptionist or in customer service
- knowledge of standard office software
- mandatory language requirements: English and Arabic
- optional language requirements: German

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 01.06.2026 via email to:

Administration of the Embassy of the Federal Republic of Germany in Abu Dhabi,
Attn.: Mrs. Susanne Sieloff, Email: jobs@abud.auswaertiges-amt.de

Incomplete or late 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. Travel expenses relating to the job interview cannot be reimbursed.

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.

Personal data of the applicants will be processed according to article 13 of DSGVO.

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