



## Job Opening

The Embassy of the Federal Republic of Germany in Nairobi is currently looking for a

### Desk Officer for Political Affairs and Development Cooperation

#### Your tasks

- You will prepare official visits of German delegations to Kenya and make logistical arrangements for these visits.
- You will prepare, attend and report on meetings with implementing agencies, international and domestic partners.
- You will monitor projects and assist with analysis on human rights issues, humanitarian aid, counter violent extremism, democratisation et al.
- You will draft diplomatic notes and communicate with internal and external partners.
- You will carry out research, offer organisational support and administrate budgets.

#### Your profile

- You are a team player and you have good organisational and management skills.
- You hold a university degree (Bachelor or above).
- You are familiar with Kenyan politics and also have expertise in regional matters.
- You have prior work-experience in a GO, NGO or in a diplomatic mission.
- You are fluent in English; knowledge of German, Kiswahili and/or Somali would be an asset.
- You master MS Office programs (Word, Excel, PowerPoint).

#### Our benefits

- We offer an exciting working environment in one of Germany's largest missions in Africa.
- We will pay you a competitive salary and provide health insurance for you and your family.
- We provide training options in Germany and Kenya (including German language training).



Embassy  
of the Federal Republic of Germany  
Nairobi

Qualified candidates for this position should submit the following documents to be considered. Only shortlisted applicants will be contacted.

- **Cover letter** of not more than two pages describing how the candidate's skills and experience fit the requirements of the subject position;
- **Curriculum Vitae** of not more than three pages;
- **Copy of relevant diplomas/degrees/certificates;**
- **Professional references** with complete contact information.

The application is to be submitted  
**on or before October 31<sup>st</sup>, 2018** to

[vw-1@nair.diplo.de](mailto:vw-1@nair.diplo.de)

Nairobi, October 10<sup>th</sup>, 2018