



Job Opening

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

Consular and Visa Officer

Your tasks

- You will do back-office and counter work at the consular and visa section of the Embassy
- You will work on consular case files and you will do general office work
- You will answer email and telephone enquiries in consular and visa matters
- You will assist German nationals in emergency cases

Your profile

- You are a team player
- You have good organisational skills and you are service-minded
- You are fluent in German and English
- You master MS Office programs (Word, Excel)
- You are a Kenyan citizen or you hold a residence and work permit for Kenya

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 **in one joint pdf file**. 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, preferably in German
- **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 March 18th 2020

to vw-101@nair.diplo.de

Nairobi, March 2nd 2020