



## Job Opening

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

### **Management Assistant** (as of July 1<sup>st</sup>, 2021)

#### Your tasks

- You will, as Deputy Head of the Service Center, offer adequate and efficient support to the entire staff of the Embassy, in particular to newcomers
- You ensure smooth implementation of administrative processes in line with Embassy procedures (e.g. leave day applications)
- You will assist colleagues with official travel planning, ticket and hotel bookings
- You will administrate the Embassy interns' database and assist interns to prepare for their internship at the Embassy

#### Your profile

- You have at least three years of experience in positions relevant to this application
- You have good organisational skills, you are service-minded and you are a team player
- 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



Embassy  
of the Federal Republic of Germany  
Nairobi

Qualified candidates for this position should submit the following documents **in one joint pdf file (not more than 4MB)**:

- **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 May 10<sup>th</sup> 2021 to**

[dennis.golinski@privat.auswaertiges-amt.de](mailto:dennis.golinski@privat.auswaertiges-amt.de)

We kindly ask for your understanding that only shortlisted applicants will be contacted.

Nairobi, April 27<sup>th</sup> 2021