



Job Opening

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

Administrative Assistant

Your tasks

You will assist the Embassy's Liaison Officers of the German Federal Criminal Police Office with

- office management
- translations (English <-> German and Swahili <-> German)
- local media press analysis
- travel planning

Your profile

- You are fluent in German (at least B2), English and Kiswahili (spoken and written)
- You are a team player and you have good organizational and management skills
- You are familiar with East African politics and countries
- You have intercultural competencies
- You master MS Office programs (Word, Excel, PowerPoint)
- You are flexible and, if necessary, willing to do overtime

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 2 MB)**. Only shortlisted applicants will be contacted.

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

The application is to be submitted with the subject line "BKA"

until May 22nd 2022 to

vw-s1@nair.diplo.de

Nairobi, April 28th 2022