



Embassy
Of the Federal Republic of Germany

The Embassy of the Federal Republic of Germany in Kuwait

is planning to fill the following fulltime position (40 hours/week) as of 01 May 2017 which is initially limited to one year:

Assistant for the Consular and Visa Section

Work consists of the following tasks:

- customer service at the consular and visa counter
- standard email and phone enquiry services
- processing visa applications and consular office tasks
- filing and archiving

As qualifications the Embassy requires

- formal training and several years experience in a secretarial vocation,
- fluent knowledge of the Arabic and the English language, knowledge of the German language would be of assistance,
- proficiency in the use of standard data processing software
- ability to work under pressure in a team with service-oriented demands and a high level of own initiative
- possession of a valid residence permit for Kuwait

Remuneration will be paid according to the salary scheme of the German Embassy; details can be enquired with the Head of Administration of the Embassy. The working time will be 40 hrs/week.

Applications should be sent **by 30 March 2017** by email to the following email address:

rk-10@kuwa.diplo.de

stating “Fulltime Assistant for Visa Section” and must include curriculum vitae, photo and references. **Only complete application sets will be considered.**