



Embassy
Of the Federal Republic of Germany

The Embassy of the Federal Republic of Germany in Kuwait is offering from beginning of January 2019 the following fulltime position (40 hrs/week) which is initially limited to one year, with option to be extended:

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,
- fluency in writing and reading for the following languages: Arabic and English, German optional but helpful
- 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.

Applications without complete set of the following documents will not be considered.

Please send the full set of your application papers which must contain

- Motivation letter (English)
- Your CV (English, including photo)
- Certificates, degrees and recommendation letters
- Copy of your valid residence permit for Kuwait

by email as pdf-attachment **by 20 November 2018** to the following email address:

visa@kuwa.diplo.de

stating "Fulltime Assistant for Visa Section". **Only short-listed candidates will be notified.**