



One Team - worldwide

The Embassy of the Federal Republic of Germany in Kuwait

is looking for an

Assistant for the Consular and Visa Section (m/f)

from 1 February 2022 onwards

Work consists of the following **tasks**:

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

As **qualifications** the Embassy requires:

- *fluency in writing and reading of the following languages: Arabic and English, German optional*
- *service oriented / experience in dealing with customers*
- *formal training and several years experience in a secretarial vocation*
- *proficiency in the use of standard data processing software*
- *communication skills and ability to work under pressure in a team and a high level of initiative*
- *possession of a valid residence permit for Kuwait*

The Embassy offers

- *an interesting and centrally located workplace*
- *a fixed salary according to German standards*
- *an international work team*

Contractual law follows Kuwaiti law. The Embassy can assume the sponsorship of local employees.



After passing the selection procedure successfully and prior to signing the employment contract, the candidate must agree to have a medical exam taken by the cooperation doctor of the German Embassy, as well as to a security vetting performed by German authorities.

Non-Kuwaiti candidates must at the latest before hiring be in possession of a valid and transferable residency visa for the State of Kuwait.

Please send your application and the supporting documents

- application and motivational letter (maximum 1 page, size DIN A4)
- short bio of yourself
- one photo
- copies of school qualifications, university diplomas, recommendation letters
- copies of professional certificates /advanced professional courses / language certificates
- copy of passport / Civil ID

to:

Embassy of the Federal Republic of Germany

Attn. Mr. Karl Gansweith

e-mail: yw-s1@kuwa.diplo.de

by 10 January 2022.

or by postal mail to

Embassy of the Federal Republic of Germany / P.O. Box 805 Safat / 13009 Kuwait / Kuwait

Please note that we can only consider complete and timely applications. We do not send acknowledgements of receipt. Application letters and attached documents will not be returned to sender. Therefore, please do not send originals. Suitable candidates will be invited to personal interviews, scheduled for about mid January 2022.

We regret not being able to reimburse candidates for costs of transportation or other costs related to the application process.

You can find more information on the German Embassy Kuwait at www.kuwait.diplo.de .

Information regarding the protection of your data following Article 13 of EU Regulation (DSGVO) can be found at <https://kuwait.diplo.de/kw-de/datenschutz>