



## **Job Opening**

The Embassy of the Federal Republic of Germany in Washington, DC, represents German interests in the United States. As such, it offers an attractive and unique workplace for its employees. The Embassy is currently seeking to fill a full-time position (40 hours per week) for an **office assistant/secretary** in the Embassy's Cultural Affairs Department, **starting at the earliest possible date.**

### **Duties and Responsibilities:**

- Perform scheduling for the department/department head and provide support in maintaining contacts
- Assist in the organization and execution of cultural events
- Respond to public inquiries
- Oversee individual aspects of cultural public relations work
- Support with billing and documentation of projects.
- Provide technical and organizational support for exchange programs and selection procedures, e.g. IPS (International Parliamentary Scholarship)
- Perform clerical work in English and German
- Oversee and prepare protocol aspects of high-level visits from Germany

### **Qualifications and Requirements:**

- Several years of experience as an office assistant or secretary
- Excellent social skills, reliability, and ability to work in a team
- Very good written and spoken German and English language skills
- Organizational skills, ability to work under pressure, and flexibility
- Willingness to work independently
- Very good IT skills, in particular Word, Excel, OpenOffice
- Loyalty and discretion
- Knowledge of rules of protocol and negotiating skills
- Previous administrative experience desirable

### **Benefits:**

The Embassy offers a comprehensive benefits package:

- Health, dental, and vision insurance, with 75% premium coverage for employees and their family members
- 401(k) retirement savings plan with employer match of up to 5% of employee income
- Eight weeks paid parental leave
- Seventeen days of paid vacation leave annually to start, increasing up to 28 days annually
- Thirteen days of paid sick leave annually
- Up to 12 paid holidays per year

- Up to 50% premium reimbursement for disability insurance
- Office with daylight

**Pay:**

Pay is based on a 40-hour week with a monthly pay period; overtime is compensated at 1.5 times the regular pro-rated hourly rate. The gross starting salary for the position is \$5,085 per month. The position will be open-ended, provided the candidate proves suited to the job during the probationary period. A one-year contract will be signed initially.

Contract terms and compensation are based on local law, as per the standard employment agreement for non-diplomatic staff at the German foreign missions in the U.S. and the corresponding pay scale.

The Federal Foreign Office is committed to the professional advancement of women and expressly encourages qualified women to apply.

Prior to hiring, the successful candidate will be required to show adequate health through a medical examination by the Embassy's partner physician. In addition, a background check will be conducted. Your cooperation is required for hiring.

Applicants who are not U.S. citizens must have a valid work permit. Work visa sponsorship by the Embassy is not possible.

**Please send your complete written application** along with the customary documents (letter of application, résumé, proof of graduation, references/letters of recommendation, copy of passport, and, if applicable, a copy of the Green Card or visa, together with your work permit) **by email by April 15, 2024 to:**

German Embassy | Attn.: Mr. Swen Janke | 4645 Reservoir Rd. NW | Washington, D.C. 20007  
**Email: [vw-10@wash.diplo.de](mailto:vw-10@wash.diplo.de)**

Please note that the Embassy will consider complete and timely applications only. No acknowledgements of receipt and/or application materials will be returned. The Embassy will contact only those applicants who are invited to an interview. Selection interviews are expected to take place **end of April 2024.**

Information about data privacy rights pursuant to Article 13 of the EU General Data Protection Regulation (GDPR) can be found at: <https://www.germany.info/us-de/datenschutz>