



Job Opening

The Embassy of the Federal Republic of Germany in Washington, DC, represents German interests in the United States. As such, the Embassy offers you an attractive and unique workplace. The Embassy is looking to fill a full-time position (40-hour work week) as ***assistant desk officer in the Legal and Consular Section*** as soon as possible.

Duties and Responsibilities:

- Accept, review, and further process passport and visa applications until ready for signature
- Accept visa applications from diplomatic missions for accreditation in Germany
- Provide phone information regarding passport and visa matters
- Respond to written inquiries regarding passport and visa matters
- Manage passport records
- Perform accounting and settlement of fees

Qualifications and Requirements:

- Occupational experience in comparable position beneficial
- Fluency in German and English
- Excellent communication skills and ability to work in a team
- Ease in dealing with the public
- Proficiency in computers and common EDP applications (in particular MS Office, Open Office, Outlook), good phone and Internet skills
- Reliability and sense of responsibility
- Readiness to work occasional overtime (paid overtime)

Benefits:

The Embassy offers applicants an attractive benefits package:

- Health, dental, and vision insurance, with 75% premium coverage for employees and their family members
- 401k retirement savings plan
- Eight weeks paid family 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 space with window

Pay:

Pay is based on a 40-hour week; overtime is compensated at 1.5 times the regular pro-rated hourly rate. The gross starting salary for the position is currently \$5,085 per month. Depending on prior experience, the starting salary can be higher. 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 academic diploma, 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 26, 2024 to:**

German Embassy | Attn.: Mr. Swen Janke | 4645 Reservoir Rd. NW | Washington, DC 20007

Email: 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 in **May 2024**.

Information on data protection pursuant to Article 13 of the EU General Data Protection Regulation (GDPR) for applicants seeking employment at German missions abroad

Thank you for your interest in working at one of Germany's missions abroad.

The following notice is intended to inform you about how we deal with your personal data and to fulfil our obligations under Article 13 of the GDPR.

1. Controller and Data Protection Commissioner

Under section 2 of the Foreign Service Act, the Federal Foreign Office (headquarters) and the German missions abroad form one single federal authority.

Under Article 4 (7) of the GDPR, responsibility as controller for the processing of personal data lies with:

Auswärtiges Amt (Federal Foreign Office)

Werderscher Markt 1

10117 Berlin

Telephone: +49 (0)30 18 17-0 / help desk: +49 (0)30 18 17-2000 / Fax: +49 (0)30 18 17-3402

[Contact the help desk](#)

The Federal Foreign Office Data Protection Commissioner can be contacted as follows:

Datenschutzbeauftragte/r des Auswärtigen Amts

Auswärtiges Amt

Werderscher Markt 1

10117 Berlin

Telephone: +49 (0)30 18 17-7099 / Fax: +49 (0)30 18 17-5 7099

[Contact the Data Protection Commissioner](#)

If you have questions about data privacy, you can also get in touch with the mission's contact person for data protection matters. They can be reached as follows:

Datenschutz-Ansprechperson

[\[Name and address of the mission abroad\]](#)

Contact details: [\[Contact form\]](#) [or: email address]

2. Purpose and legal basis for the processing of data

Your personal application data will be processed solely for the purpose of recruitment for the given vacancy.

The legal basis for such processing is Article 6 (1) b of the GDPR or Article 88 of the GDPR in conjunction with section 26 of the Federal Data Protection Act or Länder-specific legislation. Your data must be processed in order for us to take decisions on the recruitment of members of staff.

Processing for any additional purposes, for example inclusion in a pool of candidates or on a list for future vacancies, only occurs with your consent pursuant to Article 6 (1) a and Article 9 (2) a of the GDPR.

Also with your consent, a background check will be conducted.

3. Storage of personal data

Your personal data will be stored after the recruitment process as follows:

- as a rule for six months if you have been unsuccessful in the recruitment process;
- for up to three years, if you have consented to be included in a pool of candidates or a list for future vacancies;
- for the duration of your employment contract, if you are successful in the recruitment process.

Your personal data will be deleted upon expiry of the storage period.

4. Your rights

a. As a data subject, you have the following rights if the relevant conditions have been met:

- Right of access, Article 15 of the GDPR
- Right to rectification, Article 16 of the GDPR
- Right to erasure (right to be forgotten), Article 17 of the GDPR
- Right to restriction of processing, Article 18 of the GDPR
- Right to data portability, Article 20 of the GDPR
- Right to object to processing, Article 21 of the GDPR.

b. If the processing of your personal data is based on your consent (e.g. for inclusion in a pool of candidates), you have the right to revoke this at any time without stating the grounds. Such withdrawal of consent does not affect the lawfulness of any use based on your consent prior to its withdrawal (Article 7 (3) GDPR).

c. You also have the right to complain to a data protection supervisory authority about our processing of your personal data (Article 77 of the GDPR). The data protection supervisory authority responsible for the Federal Foreign Office and Germany's missions abroad is the Federal Commissioner for Data Protection and Freedom of Information (Bundesbeauftragter für den Datenschutz und die Informationsfreiheit).