



Botschaft
der Bundesrepublik Deutschland
Beirut

Job Vacancy

The Embassy of the Federal Republic of Germany in Lebanon is currently looking for an office assistant full-time (41 hours weekly), starting October 15th, 2019.

The job consists of the following tasks:

- Drive staff members of the German Embassy and do errands/deliveries; care and service of vehicles (20%)
- Written and verbal correspondence with international and local partners in Arabic and English (30%)
- Preparation and assistance during meetings, conferences and seminars (30%)
- Work independently on political topics (20%)

To work at our Embassy you should

- be able to speak/write Arabic and English fluently,
- be correct and reliable,
- have basic IT knowledge (Word, Excel, Power Point, etc.),
- be ready to work in a team,
- bring good organizational skills,
- have flexibility regarding working hours; have the ability to cope with pressure in phases of high work-load
- have intercultural skills

Basic knowledge of the German and/or French language will be helpful.

We offer adequate compensation based on Lebanese labor law. The initial contract will be limited to one year.

The deadline to file your application (including motivation letter, CV and certificates) is

September 13th, 2019.

Please send your application **only via e-mail** to:

bewerbungen@beir.diplo.de