



Vacancy Announcement

The Department for Development Cooperation at the German Embassy Dhaka is responsible for the coordination of German – Bangladesh bilateral development cooperation as well as the coordination of German development activities with other bilateral and multilateral donor partners in Bangladesh.

With Bangladesh being one of the most vulnerable countries to climate change the Embassy seeks personnel reinforcement for this sector and invites applications from suitable candidates for the position of an

“Advisor on Climate Change and Environment”

with the duty station in Dhaka.

A. Main Tasks:

The incumbent shall be responsible for but not limited to the following:

- Closely cooperate with the Embassy’s Head of Development Cooperation and his/her staff in all climate change related issues
- Collect, update and prepare / edit national and international information and data on climate change for maintaining the Embassy’s ability to participate in national fora and discussions
- Prepare drafts of Embassy reports in German language to the German Government for the Head of Development Cooperation and the Ambassador
- Cooperate with staff of bilateral and multilateral partner countries and organisations in Dhaka on climate change related issues
- Represent the Embassy in meetings and workshops
- Present the German Government position and strategy on Climate Change in meetings
- Periodically document and present results in team meetings
- Prepare drafts of addresses and speeches on the issue

B. Required Entry Qualifications and Competences

Formal Education and Experience:

- A Bachelor Degree in a relevant sector
- Strong interest in climate and environment related issues

- Good familiarity with outcome based workshops and working group situations
- Good familiarity with policy issues of bilateral and multilateral programmes

Other Qualifications:

- Excellent command of modern data and communication systems including operational skills in web research and knowledge of relevant computer programmes (MS Word, Office, Power Point etc.)
- Excellent speaking and writing skills in English and German, preferably also in Bangla
- Strong report writing skills to clearly articulate the issues of interest to the decision makers
- Strong team playing as well as self-organization skills together with demonstrated initiative and results oriented approach in his / her daily work at the Embassy

The German Embassy is an equal opportunity employer. Women and impaired persons are especially encouraged to apply. We offer a decent local salary and conducive working conditions in an ambitious and friendly team.

Please send your application along with a complete and current CV and a recent passport size photograph **on or before 16 March 2012 (close of business)** to the

Embassy of the Federal Republic of Germany, 178 Gulshan Avenue, Dhaka-1212.

Subject line: “**Advisor on Climate Change and Environment**”.

Only short listed candidates will be invited for an interview.

No phone calls, please.

Dhaka, 30 January 2012