



## Vacancy Notice (Political and Press Section)

The Embassy of the Federal Republic of Germany in Dhaka has a vacancy in its Political and Press Section for a Political & Press Officer. This full-time position (38 hours/week) is **available as of August 1<sup>st</sup> 2017**.

### What we look for

- Outstanding knowledge of Bangladesh's political landscape, history and processes
- Strong skillset in political analysis, background information gathering and presentation
- Ability to work independently and under pressure while seeing to a wide range of tasks
- Good understanding of Germany's political viewpoints and relations with Bangladesh
- Strong computer skillset, in particular with MS Outlook, Word, Excel and PowerPoint
- Excellent proficiency in English and Bengali
- German proficiency: Not compulsory, but a financially compensated asset

### What we offer

- A position directly reporting to the German Ambassador and Deputy Head of Mission
- A spirited dynamic team with flat hierarchies and a conducive work environment
- A brand-new office in the world's first Franco-German Embassy building
- An attractive salary, depending on previous, related work experience and training
- Training opportunities in Germany once German knowledge is acquired

### Tasks of the Political & Press Officer:

- Research, acquisition and analysis of information on current political issues / trends
- Liaison with ministries, government and semi-governmental authorities, political parties, think tanks, NGOs and the media
- Preparation and accompanying of political meetings, press conferences and media trips
- Preparatory and support functions for incoming official / state visits
- Monitoring of English & Bengali print & online media, conducting of daily press briefings
- Organizing press and political events, manage the German Embassy's PR funds
- Drafting, uploading & managing content on politics for the Embassy's online presence



- Drafting reports for headquarters on politics in Bangladesh, bi- & multilateral relations
- Identifying candidates for the Visitors' Program of the German Federal Government
- Supporting representatives of German political and press organizations in Bangladesh
- Supporting and reviewing applications for the Foreign Office's human rights project fund
- Other tasks as per the instruction of the Ambassador and other political / press officers

Documents to be provided with your application (copies only)

- One-page motivation letter referring to the contents of this vacancy note
- Curriculum vitae, no longer than two A4 pages
- Recommendation letter of superior / professor, no longer than one A4 page
- Bachelor's / higher degree certificate, preferably in a humanities subject
- Optional: proof of earlier employment(s)
- Optional: internationally recognized proof of your English skills, e.g. TOEFL, IELTS
- Optional: internationally recognized proof of your German skills

**Hard-copy applications only** containing all the above-mentioned documents should be submitted in a closed envelope indicating „**Application for Political & Press Officer**“ at the main gate of the German Embassy by **June 5<sup>th</sup> 2017**. Incomplete applications or those submitted via e-mail or fax will not be considered. Please submit your application to the Embassy's current premises at 178, Gulshan Avenue, Gulshan-2.

Dated: May 14<sup>th</sup> 2017