



Vacancy Notice (Development Cooperation Section)

The Embassy of the Federal Republic of Germany in Dhaka has a vacancy for an Advisor in its Development Cooperation Section. This full-time position (38 hours/week) is **available as of January 1st 2018**. Payment is subject to the Embassy's salary scale.

Tasks of the Development Cooperation Advisor:

- Focus on Development Cooperation priority area of Good Governance, particularly in the RMG sector in Bangladesh
- Cooperation with German Development Organizations, other international agencies and diplomatic missions on development initiatives in the RMG sector and regarding issues such as improving social standards in the industry
- Regular monitoring of the progress of initiatives / activities such as Sustainability Compact, Tripartite Consultative Council, 3+5+1 Meetings and National Tripartite Plan of Action NTPA
- Coordination of the donor working group on RMG
- Preparation and handling of incoming delegations from Germany
- Research and preparation of reports and presentations on areas handled by the Development Cooperation Section
- Preparation of press releases, statements and speeches on development related events
- Other tasks as per instruction and requirements of the Development Cooperation Counsellors

Candidates should fulfill the following requirements:

- University degree, preferably in political sciences, international relations or development related studies
- Excellent proficiency in English, preferably proven via an internationally recognized certificate (e.g. TOEFL, IELTS, GMAT) and Bengali (spoken and written)



- At least three years of relevant working experience with an international development agency, preferably in the field of RMG
- Knowledge of German: not compulsory, but a strong asset. Knowledge of German would be compensated financially and is expected to be acquired within the shortest possible delay upon hiring
- Ability to work effectively under pressure while seeing to a wide range of different tasks
- Ability to work independently and creatively and to take initiative
- Strong computer skillset, in particular with MS Outlook, Word, Excel and PowerPoint

Documents to be provided:

- One-page letter of motivation, signed in person
- Curriculum vitae (not longer than two A4 pages) with one recent passport size photograph
- Copies of academic certificates of the highest degree awarded and proof of other qualifications relevant for this position (in particular language proficiency certificates)
- Proof of earlier employment(s)

Hard-copy applications only containing the above-mentioned documents should be submitted in a closed envelope indicating “**Application for Economic Affairs Advisor**“ at the main gate of the Embassy by **November 4th 2017**. Later applications and those sent via e-mail or fax will not be considered.

Dated: October 10th 2017