



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 September 10th 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
- Salary of BDT 1,25,000 to BDT 1,50,000 depending on previous (work) experience
- 10% salary increase & training opportunities in Germany once German knowledge on B1 CEFR level is acquired
- Annual paid leave: 20 working days (in addition to twelve fixed holidays)
- Coverage of all medical cost for employees and family members (10% own contribution)
- Additional financial & holiday incentives for extraordinary performance (ad hoc)

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
- Preparing and accompanying of political meetings, press conferences and media trips
- Preparatory and support functions for incoming press and official / state visits
- Monitoring of English & Bengali print & online media, conducting of daily press briefings

- Drafting, uploading & managing content on politics & Germany's image abroad for the Embassy's online presence
- Attending political / press programs & reporting back on them
- Supporting representatives of German political and press organizations in Bangladesh
- Supporting and reviewing applications for the Foreign Office's human rights project fund

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 **August 12th 2017**. Incomplete applications or those submitted via e-mail or fax will not be considered. Please submit your application to the Embassy's new premises at **11, Madani Avenue, Baridhara Diplomatic Enclave, Dhaka-1212**.

Dated: July 31st 2017

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