

The Embassy of the Federal Republic of Germany in Manila

intends to fill the following vacancy, preferably by beginning of December 2017

Assistant in the Visa Section (locally employed)

The position is to be filled for a temporary period of one year (1) and four months until the 31st of March 2019 on a permanent and full time basis (38,5 hours/week). There exists the possibility to extend the contract.

The task comprises the accepting of visa applications (at the counter), entry of data into the Embassy's IT-based visa program and further proceedings of the applications, providing information regarding visa related questions, filing as well as providing context-related translation services by phone and over the counter.

The Embassy expects

- formal training and/or practice in a clerical profession and/or a degree issued by a university or other institution of higher education;
- fluency in English, knowledge of German language and Tagalog is an advantage
- the ability to use IT-based word processing programs (MS Word, Excel);
- the capability to work in a service oriented manner within a team and even under a heavy work load.

Remuneration is offered according to the salary scheme of the Embassy.

Deadline for applications: 22nd of November 2017

Please send your application with the following documents

- CV with photograph
- references
- evidences of occupation to date
- photocopy of the passport and residence permit in the Philippines (if applicable)

by e-mail only, addressed to Ms. Goddard-Paz (vw-s1@mani.diplo.de) bearing the reference "Bewerbung OK Visastelle 12/2017".

Incomplete applications will not be considered.

Applicants who will be shortlisted for this position will be invited for an interview **by End of November 2017**.