



Vacancy Notice (Development Cooperation Section)

The Embassy of the Federal Republic of Germany in Dhaka has a vacancy for an Officer in its Development Cooperation Section (38 hours/week). Payment is subject to the Embassy's salary scale.

Tasks of the Development Cooperation Officer:

- Cooperation with German Development Organizations, other national and international development partners, civil society and diplomatic missions on development initiatives in the focal areas
- Monitoring of and reporting on initiatives and trends that are relevant for the focal areas in Bangladesh
- Participating in and reporting on donor working groups and coordinating Team Europe Initiatives
- Advise on and actively contribute to development policy documents and strategies
- Preparation of and participating in visits of delegations from Germany
- Research and preparation of reports and presentations on areas managed by the Development Cooperation Section
- Preparation of press releases, social media posts, 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 economics, sociology or environment related
- In depth knowledge of at least one of the three focal areas:
 - > Climate & Energy – Just Transition,
 - > Sustainable Economic Development, Training and Employment
 - > Conserving nature and natural resources, protecting life on Earth
- At least three years of relevant working experience with an international development agency



- Excellent proficiency in English, preferably proven via an internationally recognized certificate (e.g. TOEFL, IELTS, GMAT) and Bengali (spoken and written)
- Knowledge of German language would be an asset but not compulsory
- Ability to acquire technical knowledge on new subjects quickly
- 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
- Willingness to work outside the usual working hours and working overtime in case of need
- Good 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, sectoral knowledge)
- Proof of earlier employment(s)

Hard-copy applications only containing the above-mentioned documents should be submitted in a closed envelope indicating “**Application for Development Cooperation Officer**“ at the main gate of the Embassy at below address **by June 9th 2022**. Later applications and those sent via e-mail or fax will not be considered.

Address:

**Embassy of the Federal Republic of Germany
11 Madani Avenue, Baridhara, Dhaka 1212**

Dated: May 12th 2022