



Vacancy Notice **(Political and Press Section)**

The Embassy of the Federal Republic of Germany in Dhaka offers a position for one Political and Press Affairs Officer in its Political and Press Section. This full-time position (38 hours/week) is **available immediately with a six-month probation period after which the contract can be transferred into a permanent one**. Payment is subject to the Embassy's salary scale.

Tasks of the Political and Press Affairs Officer:

- Liaise with governmental authorities, Embassies and other organizations, such as media outlets and individual journalists
- Arrange appointments with a wide range of representatives of the Bangladeshi society, including influential political and media figures
- Research and analyze the political situation as well as assist in drafting reports for the Federal Foreign Office in Berlin on the political situation in Bangladesh
- Plan and manage public events by the Embassy in the field of Political and Press Affairs, including press conferences
- Prepare and handle official visits of delegations from Germany and Europe to Bangladesh, where applicable in cooperation with other partners
- Create and manage a wide variety of content of the social media channels of the Embassy in text, photo and video
- Coordinate projects and events with colleagues of the French Embassy (the German Embassy operates as a Joint Franco-German Embassy)
- Other tasks as per instruction by the Head of Mission or other Heads of Departments

Candidates should fulfill the following requirements:

- University degree, preferably in Political Science, International Relations or Journalism
- At least five years of relevant working experience, preferably in a similar environment (diplomacy, government)
- Excellent knowledge of the media and political landscape in Bangladesh as well as global affairs; readiness to learn new topics and adapt to new context quickly
- Excellent proficiency in English, preferably proven via an internationally recognized certificate (e.g. TOEFL, IELTS, GMAT)
- Excellent proficiency in Bangla (spoken and written)
- 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

- Strong computer skillset, in particular with MS Outlook, Word, Excel and PowerPoint, including readiness to acquire skills to create and edit photographic and video content for the Embassy as well as offline PR materials
- Ability to work effectively under pressure while seeing to a wide range of different tasks, including ability to prioritize workload
- Ability to analyze critically, evaluate and scrutinize a wide variety of sources
- Ability to work independently upon instructions
- Openness to diverse and multicultural work environments, “can-do” mentality and proactive attitude
- Strong abilities in interpersonal communication, networking, presenting content, layout / design and report-writing

Documents to be provided:

- One-page letter of motivation, signed in person
- Curriculum vitae (no 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)
- No criminal record (to be proven if chosen for recruitment)
- One recommendation letter no longer than one A4 page

Application and recruitment process

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Please submit your application together with the above-mentioned documents indicating **“Application for Political and Press Affairs Officer“** as hard copy or via email to

German Embassy
11, Madani Avenue, Baridhara
Dhaka 1212
Email: info@dhaka.diplo.de

by March 21st 2023. The Embassy does not consider applications beyond that date.

The Embassy will contact only successful candidates and will invite selected candidates for interviews.

Dated: 07 March 2023