



Dhaka, December 8, 2025

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

The Embassy of the Federal Republic of Germany in Dhaka offers a position for **one Cultural and Public Relations Officer** in its Cultural and Press Section. This **full-time position** (38 hours/ week) is **available in February 2026** with a six-month probation period, after which the contract can be transferred into a permanent one. Payment is solely subject to the Embassy's salary scale.

Main tasks of the Cultural and Public Relations Officer:

- Liaise and network with universities, government and semi-governmental authorities, and private as well as public educational and cultural institutions
- Organize cultural/ public events, including close coordination and supervision of external service providers
- Manage the German Embassy's cultural fund
- Cooperate closely with Goethe-Institut, European und French institutions in organizing and implementing cultural projects
- Create and update social media content (posts, reels, videos)
- Manage the Embassy's social media channels (Facebook, Instagram & X)
- Plan and outline photo and video shoots
- Support regular social media content through internal coordination with relevant sections
- Organize and assist embassy's events
- Prepare & conduct selection processes and interviews for various programs and scholarship schemes
- Set up and maintain a detailed data base on the educational system in Bangladesh
- Prepare and accompany official events in the field of culture and education

Required profile:

- Bachelor's or comparable undergraduate degree, preferably in a humanities subject
- Up to date knowledge and affinity of social media discourse and trends, also with regards to technical developments, user impact and analysis tools
- Excellent proficiency in English, preferably proven via an internationally recognized certificate (e.g. TOEFL, IELTS)
- Native proficiency in Bengali and ability to translate content from English to Bengali
- 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 Office, Canvas, Photo shop

- Video editing skills and creative design sense
- Strong abilities in interpersonal communication, presenting content, layout/ design and report-writing
- Preferably good knowledge of German language

Documents to be provided:

- Letter of motivation, signed in person (max. 1 page)
- Curriculum vitae (CV) with one recent passport size (max. 1 page)
- 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)
- Recommendation letter (max. 1 page)
- No criminal record (to be proven if chosen for recruitment)

Application and recruitment process

The Federal Foreign Office is committed to promoting gender equality and strongly encourages qualified women to apply.

Please submit your application together with the above-mentioned documents via email only to bewerbungen@dhak.diplo.de, using the subject line "Application for Cultural Officer." Attach all documents in PDF format; applications with links to cloud storage or other formats will not be considered, nor will incomplete applications. Acknowledgements of receipt will not be sent. Additional questions cannot be answered.

The deadline for applications is January 8, 2026. The Embassy does not consider applications beyond that date and time.

Only candidates who are invited to a personal interview will be contacted. The interview is expected to take place end of January 2026. Please note that travel expenses for the interview will not be reimbursed.

Employment is subject to a medical examination and security clearance. Your willingness to cooperate to this effect is assumed.

Bangladeshi law governs the contractual conditions.

Non-Bangladeshi nationals must have both a valid residence and work permit for Bangladesh.

Information on data protection in accordance with art. 13 of the EU General Data Protection Regulation (GDPR) is available at <https://dhaka.diplo.de/bd-en/datenschutz>.