

VACANCY ANNOUNCEMENT

The Embassy of the Federal Republic of Nigeria, Berlin, is looking to recruit candidates with relevant experience and qualifications to the following positions:

Secretary

Qualification and Experience: you must have the following Nigerian qualifications or a corresponding German equivalent

- a. Should possess a university degree/its equivalent or minimum OND certificate in relevant field. Possession of W.A.S.C. with 6 subjects 1 of which must be English Language and German Language. You must also possess Pitman`s College Certificate with English Course along with other subjects or a German equivalent.
- b. Secretarial professional qualification of 100/50 or 110/50 or 120 words per minute in Typing. Proficiency in Information and Communication Technology (ICT).
- c. You must have a working knowledge of the German Language.
- d. In addition, as bilingual Secretary you must have 120/50 words per minute and a 2 years minimum working experience. As a Secretary Grade II you must possess 110/50 words per minute plus 3 years minimum working experience.

Translator

Qualification and Experience:

Prerequisite is a university degree in languages, including German. In addition, you must have a recognized certificate for translators of the German language. Should possess two years working experience.

Research Assistant

Qualification and Experience:

Applicant is required to possess a degree in any discipline. Additionally, should be proficient in English and German languages. Proficiency in Microsoft Excel is also required. Possess at least one year working experience in research related field. Applicant would be required to do in-depth research/analysis on Economic, Political, as well as Consular activities in the Federal Republic of Germany.

Consular Assistant

Qualification and Experience:

Applicant is required to possess a minimum of OND Certificate in any discipline in addition, to proficiency in English and German languages. Proficiency in Microsoft Excel is also required. Possess one year working experience in relevant field.

Security

Qualification and Experience:

Required is a minimum qualification of OND. You must also be computer literate and have a good working knowledge of German and English languages. Experiences in the security duties is an advantage.

Driver

Qualification and Experience:

As a Driver, you must have a WASC/GCE or its equivalent and must be able to communicate fluently in English and German languages. A valid driver's license with a minimum of 6 points is also required. In addition, a good knowledge of the geography of the country and in particular of the city of Berlin is a prerequisite.

Application Process: All applications along with Resume (CV) should be submitted online at: info@nigeriaembassygermany.org on or before 5 September 2022.

**Embassy of the Embassy Federal Republic of Nigeria,
Neue Jakobstrasse 4, 10179 Berlin, Germany**

10 August, 2022