

Job Opening

The Embassy of the Federal Republic of Germany offers a position as

Senior Assistant Political and Administrative Affairs

Organisational setting:

The position is located in the German Embassy in Al-Mansour, Baghdad. The Senior Assistant reports to the Political Counsellor and in administrative affairs to the Head of Administration.

Responsibilities

- Advise and assist senior officials and the Head of Mission in assessing political developments and the political landscape.
- Establish and maintain professional and productive partnerships with national counterpart institutions and other key stakeholders in the political process.
- Establish effective communication mechanisms, regularly brief senior officials, partners as well as other key stakeholders on political and macro-economic topics.
- Prepare reports to headquarters in Berlin.
- Assist head of administration in administrative affairs.
- Perform other related duties as required.

Competencies

Professionalism: Demonstrates professional competence and mastery of subject matter, notably in-depth understanding of and ability to evaluate political processes; provides leadership and takes responsibility for incorporating gender perspectives; shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Client Orientation: Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect.

Judgement: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a judgement; considers positive and negative impacts of judgement.

Team player: Communicates and performs duties harmoniously with a diverse workforce of German and local staff; shows own initiative while dedicated to functioning as part of the team.

Education:

Advanced university degree (master's degree or equivalent) degree in Political Science, International Relations, Law, Public Administration, or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

A minimum of five years of work experience in an international organization or embassy or INGO is required.

Languages:

Fluency in spoken and written Arabic and English **or** German is required. Knowledge of German in addition to English is an advantage.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Candidates are asked to send their applications to the following e-mail address: info@bagdad.diplo.de

until 31st July 2018.

The German Embassy does not charge a fee at any stage of the recruitment process.