



Embassy of the Republic of Rwanda to Germany

Job Offer

The Embassy of the Republic of Rwanda has to offer the following job position from **01.06.2023**

Job Title: Administrative & Consular Affairs Officer

Type: Full Time Job

Location:

Berlin, Embassy of the Republic of Rwanda in Germany.

The Embassy of the Republic of Rwanda in Germany with jurisdiction over Germany, Hungary, Romania, Slovakia and Ukraine is seeking to recruit a dynamic, professional Consular Affairs Assistant to support the Mission in all day-to-day communications matters.

JOB DESCRIPTION

Tasks:

- Assistance in the management of the consular department
- Maintaining good relation and communication with clients
- Support in the administrative work of the Embassy
- Support in the organization of scheduled in-house and external events.
- Maintaining and updating the consular database
- Manage the consular calendar and schedule appointments
- Managing consular supplies stock and place orders
- Other administrative tasks of the embassy depending on current events and context (as needs arise)

Education and experience:

- Degree in administration or equivalent certification in the field of administration
- Proven work experience in office administration of at least two (2) years
- Solid knowledge of office and administrative procedures
- Excellent written and effective communication skills
- Strong skills in customer care
- Good computer skills in Microsoft Office (Outlook, Access, Word, Excel, PowerPoint)
- Strong organizational skills and problem-solving attitude
- The ability to multitask

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Languages

The applicant must be fluent in German and English. Knowledge of French and/or Kinyarwanda is an advantage.

Application process

To apply for this vacancy, kindly send your cover letter and Curriculum Vitae (CV) **exclusively via e-mail to ambaberlin@minaffet.gov.rw**

Deadline for application: 17.05.2023

Announced on: 04th May 2023

Shortlisted candidates shall be contacted by the Embassy for further assessment and interviews. **Job interviews for chosen applicants will be between 22nd May to 26th May 2023.**

