

## **URGENT**

### **Vacancy Announcement**

**(Date: 20.07.2021)**

The Consulate General of the Federal Republic of Germany in Chennai seeks to recruit a suitable qualified

#### **Consular Assistant**

to be employed at its Visa Section  
starting

**September 2021** on a temporary basis (24 months).

The Job Description is as follows:

- Handling and initial assessment of visa applications
- Conducting interviews at the counter
- Entering of applicant's data into the electronic visa system
- Dealing with client queries by phone, email or in person
- Providing translation and interpretation from Tamil into English or German or vice versa
- Administrative support of the Entry Clearance Officers

The applicant should possess the following minimum qualifications:

- Bachelor degree or professional experience in the administrative field
- Excellent knowledge of Tamil and English (both compulsory)
- Knowledge of Malayalam/Telugu/Hindi useful
- Sufficient command of the German language in reading and writing
- Working knowledge of standard IT programs (Word, Excel and similar)

We expect:

- Equitable, honest and professional behaviour with both the public and colleagues
- Reliability, commitment and dedication to the job
- Interest and ability to work in a service-oriented environment
- Willingness to obtain a working knowledge of special software used in the visa section

Please submit:

- Full documentation to prove your qualifications as requested above
- A curriculum vitae
- A letter showing your motivation handwritten by yourself in the English language

**until 31.07.2021** to

Consulate General of the Federal Republic of Germany  
Head of Administration  
No. 9 Boat Club Road, RA Puram, Chennai 600 028

We trust you will understand that neither confirmation of receipt for job applications nor replies will be sent, unless you are invited to an oral interview.

