



Vacancy Note

The Embassy of the Federal Republic of Germany in New Delhi

is looking for an

- Assistant Desk Officer in the Finance Division -

from 1st August 2024

Full time, at first limited to 1 year, then option of extension

Salary according to the Embassy's current salary scheme + Transport- and Housing Allowances

The Federal Foreign Office supports women in their professional careers and explicitly invites female candidates to apply.

Job Description

- Observation, analysis and reporting on financial and budgetary policy, financial market regulation and surveillance in India and Bhutan
- Coordination and maintaining contact and correspondence with Ministry of Finance and other relevant institutions
- Support to the Head of the Finance Division
- Protocol tasks: preparing, handling and post processing of business travel of the Economics and Finance team at the Embassy and visits of high-ranking delegations from Germany as well as related events
- Participating in events and meetings in the above-mentioned fields and respective reporting
- Maintaining and updating of data

Candidate Profile

The successful candidate must

- hold Master's degree in Economics, Finance, Commerce, Business Administration, Management or related field
- prove good competencies with previous professional experience in the field of finance/economics
- sound knowledge of economic and financial policy issues as well as of the Indian administrative institutions and legal/political system
- have knowledge of German (written and spoken) - minimum requirement Goethe Institute's/Max Mueller Bhawan's level B1 or equivalent
- have a very good command of English (written and spoken)
- should also have a very good command of Hindi (written and spoken)
- have sound skills in computer applications (MS Word, Excel, Outlook)
- have good interpersonal skills
- be organized, flexible, adaptable, reliable and efficient



Embassy
of the Federal Republic of Germany
New Delhi

Applications with

- a CV
- one recent photograph
- proof of qualifications
- proof of identity (e.g. passport copy)
- two reference letters
- a brief motivation letter, explaining eligibility for the position

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should be forwarded to the following address (not by e-mail) **by 15 May 2024**:

Embassy of the Federal Republic of Germany
Mr. Rainer Schwarz, Deputy Head of Administration
“Application Assistant Desk Officer Finance Division”
6/50 G, Shanti Path, Chanakyapuri
New Delhi-110021

Further Points:

- only complete applications that reach within the given deadline can be accepted
- Data protection rules according to Artikel 13 of EU-Datenschutz-Grundverordnung (DSGVO) apply
- **The interviews will be held at the end of May 2024. Only short-listed candidates will be notified.**

New Delhi, 22nd April 2024