



Embassy
of the Federal Republic of Germany
New Delhi

Vacancy Note

The Embassy of the Federal Republic of Germany in New Delhi

is looking for a

Security Coordinator

from March 1st 2025 onwards

Full time position, contract at first limited to one year with the option of an extension.

The Federal Foreign Ministry has made it its goal to support women in their professional careers and explicitly invites female candidates to apply

The job consists of the following tasks:

- Entry and visitor control at the Embassy's main gate and the Residence gate
- supervision of construction/renovation works on the Embassy compound
- Further support at other positions as indicated by German Police personnel

Applicants need to have the following qualifications and skills:

- Secondary School Certificate or equivalent (completion of 10th standard)
- physical fitness and capability
- good knowledge of English and Hindi
- good oral and written communication skills
- ability to work professionally in a team and in stressful situations
- ability to work in shifts
- polite manners
- good interpersonal skills

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
- only shortlisted candidates will be notified. **The interviews will be held at the end of February.**

Applications including

- a CV
- a letter of motivation/intent
- relevant certificates and proofs of qualification (school, University)
- job references from earlier employments
- one recent photograph

should be sent to:

**Embassy of the Federal Republic of Germany
Mr Rainer Schwarz, Deputy Head of Administration
"Application Security Guard"
6/50 G, Shanti Path, Chanakyapuri
New Delhi 110021**

by Wednesday, 12 February 2025. Only hard copy applications will be considered.

New Delhi, 17 January 2025