



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 an

**- Assistant Desk Officer in the Department for Economic and Global Affairs -**

**from April 1<sup>st</sup> 2025**

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

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

### **Job Description**

- Observation, research, analysis and reporting on economic, energy, and climate policy in India and Bhutan
- Coordination and maintaining contact and correspondence with related Indian Ministries and other relevant institutions, especially with regard to meetings for officials in the Economic Division
- Support to the Economic Division, handling business related queries from German and Indian companies
- Protocol tasks: preparing and handling of business travel of colleagues from the Economic Division at the Embassy and visits of high-ranking delegations from Germany as well as business events at the Embassy
- Preparing meeting and events of the Economic Division at the Embassy
- Participating in events and meetings in the above-mentioned fields and respective reporting
- Maintaining and updating of data base and contact lists

### **Candidate Profile**

The successful candidate should

- hold a Master's degree and have work experience in Economics, Industry, Commerce, Energy, Climate, Business Administration, Management or a related field
- prove excellent competencies with previous professional experience in the above-mentioned fields
- sound knowledge of economic and energy policy issues as well as of the Indian administrative institutions and legal/political system
- have good knowledge of German (written and spoken) - minimum requirement Goethe Institute's/Max Mueller Bhawan's level B2 or equivalent
- have a very good command of English (written and spoken)
- have a very good command of Hindi
- have sound skills in computer applications (MS Word, Excel, Outlook)



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- have good interpersonal skills
- be organized, flexible, adaptable, reliable and efficient

#### **Applications with**

- a CV
- one recent photograph
- proof of qualifications
- proof of identity (e.g. passport copy)
- two reference letters
- Proof of German language skills (at least level B2)
- a brief motivation letter (in German), explaining eligibility for the position

should be forwarded to the following address (not by e-mail) **by 28<sup>th</sup> February 2025:**

Embassy of the Federal Republic of Germany  
Mr. Rainer Schwarz, Deputy Head of Administration  
“Application Economics Department”  
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 in March 2025. Only short-listed candidates will be notified.**