



Vacancy Note

The Embassy of the Federal Republic of Germany in New Delhi

is looking for an

- Office Assistant for the Cultural and Science Department -
from 1st June 2026

Full time, initially limited to one year with option to extend,
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

- Providing mainly secretarial but also administrative and operational support to the Cultural Department and to the Science Department
- Managing office operations and coordinating events to ensure smooth execution of departmental activities
- Scheduling online and offline meetings, coordinating with relevant Indian and related cultural cooperation partners and ministries, maintaining calendars, and preparing program outlines
- Conducting research and compiling information for internal documentation
- Maintaining and updating databases
- Drafting and processing official documents
- Organizing, handling logistics, and coordinating events
- Ensuring proper documentation and record keeping
- General assistance/ miscellaneous tasks as needed and according to qualifications

Candidate Profile:

A successful candidate **must**:

- hold a university degree (bachelor, master) in administration, science, business administration, management
- have initial professional experience of at least 2 years, preferably in a comparable work environment



- have German Language certificates – minimum B1 Level (written, spoken & reading) from Goethe Institute, Max Mueller Bhavan, or an equivalent recognised institution; although B2 Level is highly preferred
- have excellent knowledge of English and Hindi (written and spoken)
- have good knowledge of the Indian government system and its administrative environment
- be familiar with digital collaboration tools (e.g. SharePoint, Teams, WebEx) and standard computer programs (Word, Excel, PowerPoint, Outlook)
- have strong interpersonal and communication skills

Personal requirements:

A successful candidate **should**:

- be friendly, open-minded, confident and have a positive appearance
- be team orientated, adaptable, reliable, resilient & efficient
- be able to work under pressure while maintaining quality and accuracy
- be cultural sensible and able to work in a multicultural environment
(Please address the interpersonal and other soft skills with supporting information)

Submission of Application

Application with

- a CV
- one recent photograph (passport size)
- a brief letter explaining eligibility and motivation for the position
- proof of qualifications
- proof of German and English language competence
- proof of current/prior employment
- 2 reference letters
- proof of identity

should be forwarded to the following address (not by email) **by 30 April 2026:**

Embassy of the Federal Republic of Germany
Mrs. Anja Cyriax, Deputy Head of Administration
“Application Office Assistant for the Cultural and Science Department”
6/50 G, Shanti Path, Chanakyapuri
New Delhi-110021.



Embassy
of the Federal Republic of Germany
New Delhi

Further Points:

- **Only complete application will be considered**
- Only applications that reach within the given deadline will be accepted
- Data protection rules according to Artikel 13 of EU-Datenschutz-Grundverordnung (DSGVO) apply
- **The interviews will be held at the beginning of May 2026. Only short-listed candidates will be notified.**

New Delhi, 15th April 2026