



Consulate General  
of the Federal Republic of Germany  
Ho Chi Minh City

## **Job Offer**

**The Consulate General of the Federal Republic of Germany in Ho Chi Minh City**  
seeks to fill the position of  
**Telephone Operator/Receptionist** from February 2019

### **Major Duties and Responsibilities:**

- telephone service, connecting incoming and outgoing calls
- reception of visitors
- giving routine information
- forwarding incoming and outgoing letters
- checking and distributing e-mails for the consular section including giving routine information
- assisting the administration and the consular section

### **Requirements:**

- excellent proficiency (oral and written) in Vietnamese, good German and English language skills
- good computer literacy (including standard software)
- commitment to delivering a high level of service, a friendly telephone voice
- flexibility and willingness to assume additional duties
- excellent manners, reliability, and confidentiality

The starting salary of 18.404.000 VND for 40 working hours per week will be paid 14 times every year. Non-Vietnamese applicants could apply for temporary residence permit if employed. Due to budgetary requirements, initially only a one-year contract will be offered. However, the position is a permanent one. The work contract will be governed by Vietnamese laws and regulations.

If you consider yourself suitable for this position, if you can see yourself as a valued and valuable member of our team, if you want to be part of the development of German-Vietnamese cooperation, please apply with the documents mentioned below no later than

**20 January 2019**  
and only via e-mail

to the Consulate General of the Federal Republic of Germany in Ho Chi Minh City,  
e-mail: [vw-1@hoch.diplo.de](mailto:vw-1@hoch.diplo.de) For additional information: [www.vietnam.diplo.de](http://www.vietnam.diplo.de) .

- a covering letter stating why you apply for the position and why you possess the necessary skills to perform well in the above role
- a current curriculum vitae with photograph (in German or English language)
- proof of education, practical training, and any additional qualifications.

Incomplete applications or in a language other than German, or English will not be considered.

Should you not hear back from us by 28 February 2019, your application could not be considered.