



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 January 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

10 December 2018
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 For additional information: 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 31 January 2019, your application could not be considered.