



Embassy  
of the Federal Republic of Germany  
Hanoi

Vw 110.03

The German Embassy in Hanoi is looking for a  
**a part-time cook (male/female/diverse) – 30 hours per week –  
for the residence of the Ambassador**

starting June 1, 2026 (or earlier)

#### **The job mainly involves the following tasks**

- Purchase of food for events at the residence
- Preparing set meals – breakfast, lunch, dinner (for up to twelve people) and standing receptions for up to 35 people (with external support)
- Keeping the kitchen clean and tidy before and after events
- Service at small events

#### **Qualifications**

- Secondary school diploma; vocational qualification as a chef desirable
- Experience in preparing international and Vietnamese dishes
- At least 3 years of experience as a chef in a restaurant; experience as a chef in a residence is an advantage
- Native Vietnamese language skills, both spoken and written
- Knowledge of German or English, both spoken and written
- Residence in Hanoi

#### **In addition, the following is expected:**

- High resilience, flexibility regarding the weekly working hours, willingness to work overtime
- Impeccable manners, confident demeanor, loyalty, and discretion
- Reliability, punctuality

Contract conditions and remuneration are based on the standard employment contract for non-diplomatic staff at the German Embassy in Hanoi. The contract includes additional health care benefits, as well as a 13<sup>th</sup> and 14<sup>th</sup> month salary. Due to Vietnamese labor law, contracts can only be concluded on a yearly basis (with the option of extension). The gross starting salary is currently VND 11,582,250 per month (30 hours per week).

If you are interested in the position, please submit the following documents

- CV in German or English
- Certificates / letters of recommendation
- Proof of previous employment
- Secondary school diploma or vocational qualification as a chef, if relevant
- Passport or ID Card

no later than **March 25<sup>th</sup>, 2026** to the following email addresses:

[vw-s1@hano.diplo.de](mailto:vw-s1@hano.diplo.de)

[vw-10@hano.diplo.de](mailto:vw-10@hano.diplo.de)

Please note that only complete applications received on time will be considered.

Applicants who have been shortlisted will be invited to an interview between April 15<sup>th</sup> and May 15<sup>th</sup>, 2026. Furthermore, suitable candidates will be invited to a trial cooking session at a later date.

Please note that after a successful selection interview, a health examination by the embassy's cooperating physician (paid by the Embassy) and a background/security check will be carried out prior to hiring. Your willingness to cooperate is assumed.

The embassy is committed to the professional advancement of women and therefore particularly welcomes applications from qualified women. Women will be given preference if equally qualified.

For information on data protection pursuant to Article 13 of the GDPR for applicants seeking employment at German Missions abroad, please check: <https://vietnam.diplo.de/vn-de/datenschutz>