



### **VACANCY NOTE: Assistant in the Visa Section**

The German Embassy announces a vacancy in the Visa Section as of 1<sup>st</sup> October 2017.

#### **JOB DESCRIPTION**

- Reception and verification of visa applications including interviews of applicants from Afghanistan
- Data transfer into the visa database
- Verification of documents of visa applicants
- Filing and retrieval of visa applications
- General assistance in visa matters according to advice given by the head of the visa section

#### **CANDIDATE PROFILE**

The successful candidate must:

- Hold a Bachelor or Master degree
- Have good knowledge of office communication and computer applications
- Have a good command of English and Dari (additional German and Pashtoo language skills would be very helpful)
- Have good interpersonal skills
- Be organized, flexible, adaptable, reliable and efficient.

*(for Non-Indian applicants only: Have a valid work and residence permit for India)*

#### **APPLICATIONS**

Applications with CV, 1 latest photograph, 2 reference letters and a brief letter explaining eligibility for the position, should be forwarded to the Administrative Officer, Embassy of the Federal Republic of Germany, 6/50 G, Shanti Path, Chanakyapuri, New Delhi-110021, by 20th August 2017. Envelopes should be marked “Application Visa Section”.

Only short-listed candidates will be notified.

New Delhi, 24<sup>th</sup> July 2017