



EMBASSY OF PAKISTAN

Schaperstraße 29

10719 Berlin

Tel: +49 (0) 30 212 44 299

Fax: +49 (0) 30 212 44 210

Email: [mail@pakemb.de](mailto:mail@pakemb.de)

### Vacancy Announcement

The Embassy is hiring two suitable staff members. Desirous applicants meeting the following criteria may send applications addressed to the Head of Chancery, Embassy of Pakistan "Schaperstraße 29, 10719, Berlin" or by e-mail at [mail@pakemb.de](mailto:mail@pakemb.de)

| Sr. No. | Post         | Eligibility Criteria   | Number of Posts |
|---------|--------------|--|-----------------|
| 1.      | Staff Member | <ul style="list-style-type: none"><li>• Bachelor's Degree (preferably in information Technology Support).</li><li>• 3-5 years' work experience as office staff member in any multinational organization.</li><li>• Good knowledge of Computer (application software i.e. MS-Word, MS-Power Point, MS-Excel, Internet and etc.).</li><li>• Good communication skills.</li><li>• Should be able to manage phone calls and be able to assist visitors.</li><li>• Fluent in German, English and Urdu languages.</li><li>• Ability to handle assigned tasks efficiently.</li><li>• Willing to work overtime and on call duty.</li></ul> | 02              |

2. The application should include the following documents:

- a) CV/ Resume
- b) 2 x Photographs (passport size)
- c) Copies of educational degrees/diplomas/certificates
- d) Copy of the residence / work permit

3. The deadline for submission of application is 26 May, 2022. The Embassy of Pakistan, Berlin reserves the right to call only shortlisted candidates for interview.

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