



Temporary Job posting

Date of recruitment: as soon as possible

A12 – Regional Office for Africa Nairobi

Temporary employment (m, f, d) for the "Regional DAAD Office Nairobi" to support the programme processing of the scholarship programmes "Leadership for Africa" (LfA) and "In-Country/In-Region" (ICIR) for three months (October to December 2021)

Job Description:

Assist and support the teams of the scholarship programmes „Leadership for Africa“ (LfA) and the "In-Country/In-Region" (ICIR) in:

- Administrative tasks
- Support in organizing virtual meetings and programme activities
- Writing and drafting correspondence, mails, reports, forms and other documents
- Other duties assigned.

Candidate profile:

- Minimum requirement: Bachelor's degree, preferable Master's degree
- Preferably 3-4 years office experience
- Very good knowledge of English (spoken/written), good knowledge of German language (at least B1)
- Experience in scholarship programme work, programme management and administration
- Ability to structure and present complex and difficult content
- Good writing style and conceptual and structured working
- MS Office Application (Word, Excel, Powerpoint) and willingness to acquire further IT skills related to DAAD's SAP-based programmes
- Very good communication skills, intercultural competence
- Organizational skills, reliability and commitment, ability to work in a team
- Entitled to work in Kenya

Contract conditions, salary and benefits:

- Temporary staff contract based on Kenyan employment law
- Normal working time: 40 hours a week
- Six-weeks probationary period
- Salary according to local staff table

We are looking forward to receiving your application documents by September, 22nd. The inclusion of people with disabilities corresponds to our organizational values and we therefore welcome your application.

Please email your application (CV and cover letter both in German and English) by September, 22nd, 2021 to schindler-kovats@daad.de