



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Vacancy

Programme Officer at the DAAD Information Point in Addis Ababa, Ethiopia

The German Academic Exchange Service (DAAD) is a joint organization of German universities for the promotion of international scientific cooperation and academic exchange. A worldwide network of 15 DAAD regional offices and over 50 information centres and Information Points support the work of the DAAD head office in Bonn.

The DAAD Information Point in Addis Ababa is assigned to the DAAD regional Office in Nairobi, which has the disciplinary, technical and content responsibility.

The DAAD Information Point in Addis Ababa, Ethiopia is looking for a dedicated and versatile staff for student counselling, administration and program coordination in full time. **The position is to be occupied as of 01.01.2022 and is initially limited until 31.12.2022.**

The tasks include:

- Advice on study and research opportunities in Germany as well as on the scholarship programs of the DAAD
- General office duties
- Planning and implementation of information events and fairs
- Preparation of publications and promotional materials
- Maintaining the website and the facebook page of the Information Point
- Maintaining contacts with partner organizations and DAAD Alumni
- Analysis of the Ethiopian higher education market

Requirements:

- University degree (at least BA); studies or working experience in Germany is an advantage
- Very good communication skills
- Good Knowledge of **German** language, excellent command of English
- Good knowledge of the German higher education system
- Good skills in Microsoft Office
- Organizational skills, intercultural competence, commitment and resilience
- Work experience in cultural and education sector is an advantage

Salary is based on the remuneration scheme of the Goethe-Institute in Addis Ababa, Ethiopia. The working conditions are subject to Ethiopian law.

Please send your application (a summary on your qualification and experience in addition to an application letter, references and supporting documents as pdf) **latest October 30th 2021 via email to Beate Schindler-Kovats, Director, DAAD Regional Office for Africa, Nairobi, Kenya (email address: schindler-kovats@daad.de)** Preselected applicants will be contacted for an interview.