



VACANCY ANNOUNCEMENT

The Embassy of the Republic of Sierra Leone in the Federal of Germany invites applicants who are eligible to work in Germany for the position of **PROTOCOL OFFICER/TRANSLATOR**.

DUTIES AND RESPONSIBILITIES:

- To provide protocol guidance and translation of all official correspondence/documents.
- Escort official visitors/guests to and from the Ambassador's waiting room.
- Provide airport courtesies to the Ambassador, Government Officials and other Official guests of the Embassy.
- Liaise with the Ambassador's Secretary on all Official appointments/programs of the Ambassador.
- Translate to the Ambassador and Head of Chancery during Official Meetings and interviews held in German.
- Arrange accommodation and transportation facilities for Government Officials and other guests of the Embassy.
- Any other duty assigned by the Ambassador and the Diplomatic Staff of the Embassy.

REQUIREMENTS:

- A University Degree, Diploma or its equivalent.
- Ability to quickly adjust to different cultures and share responsibilities and rewards within a team.
- Excellent verbal and written communication skills in English and German.
- High level of integrity and ability to maintain confidentiality at all times.
- A well-developed ability to implement public relations strategies and manage events which would advance the Embassy's interests.
- A high level of flexibility and responsibility and the ability to work effectively as a team member.
- Must have IT skills and knowledge.

Interested persons should submit their applications to the Embassy of the Republic of Sierra Leone in the Federal Republic of Germany either by post or email embassy@slembassy-germany.org on or before Monday 18 February 2019.

Only short listed candidates will be contacted for interview.



VACANCY ANNOUNCEMENT

The Embassy of the Republic of Sierra Leone in the Federal of Germany invites applicants who are eligible to work in Germany for the position of **CONFIDENTIAL SECRETARY/TRANSLATOR to the Ambassador**

DUTIES AND RESPONSIBILITIES:

- In charge of the Ambassador's diary and update his daily schedules for meetings, ceremonies and other official engagements.
- Coordinate good time management for H.E the Ambassador.
- Filing and organizing business cards and documents.
- Receive/Respond to calls and update the Ambassador.
- Ensure the replenishment of stationery and other relevant items for the Office of the Ambassador.
- Receive all Official and Personal correspondence on behalf of the Ambassador and ensure that processed mails are sent to the Office of the Administrative Assistant for proper filing.
- Plan all Official trips for the Ambassador under the directives of the Head of Chancery.
- Update the Diplomatic Staff on the Ambassador's Official movements.
- Act as liaison between the Ambassador and the Diplomatic Staff.
- Translate all documents/correspondence including emails for the attention of the Ambassador.
- Perform any other duty assigned by the Ambassador and the Diplomatic Staff of the Embassy.

REQUIREMENTS:

- A University Degree, Diploma or its equivalent.
- Must be able to work steadily in a difficult environment and under considerable pressure.
- High level of integrity and ability to maintain confidentiality at all times.
- Must be flexible and able to work with all colleagues.
- Must have IT skills and knowledge.
- Must be fluent in English and German (**Please note that language proficiency will be tested**)
- Minimum of two years experience in general secretarial duties will be an added advantage.

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