



Consulate General
of the Federal Republic of Germany
Dubai

One Team - worldwide

The Consulate General of the Federal Republic of Germany in Dubai is seeking to hire, as of August 1 2025,

an **Administrative Office Assistant (m/f/d)** with practical/technical skills for property management (mixed-role position)

in full-time (**40 hours/week**, fixed working hours: Monday to Thursday from 7:00 a.m. to 4:15 p.m., Friday from 7:00 a.m. to 12:00 p.m.; remote work is not possible).

The position is initially limited to one year, with the possibility of extension.

The main duties of the role include:

- Administrative support in property management: tracking maintenance schedules, coordinating repairs, overseeing contractors, and supervising work carried out at the consulate;
- Assisting with maintenance and performing minor manual repair tasks;
- Vehicle fleet coordination: scheduling drivers, and monitoring the maintenance and servicing of official vehicles;
- Working at the front gate/access control;
- Other administrative duties as needed.

Your Profile

- Excellent spoken and written English skills (C1 level) and at least intermediate German skills (minimum B2); additional proficiency in Arabic, Hindi, or Urdu is a plus;
- Completed professional training, preferably with a focus on administration or a handicraft trade;
- At least two years of proven professional experience in property management or facility maintenance, ideally within a government or public institution;
- Solid IT skills for office-related tasks.

What Sets You Apart

- Strong team spirit, intercultural competence, flexibility, and a high level of commitment;
- Professional and positive demeanor, reliability, and integrity;
- Loyalty and a strong sense of discretion.

The compensation is based on the current salary scheme for locally employed staff at the foreign missions of the German Foreign Office in the UAE. EU and EEA nationals are subject to pension insurance under the German Pension Insurance system.

Are you interested in supporting us with your experience and expertise and taking on new challenges?

We look forward to receiving your application!

Please send us your cover letter in both German and English, along with your current CV, proof of education, work experience, and language skills, references, a copy of your passport, and your residence permit in the United Arab Emirates

only via E-Mail until June 22 2025 to jobs@duba.auswaertiges-amt.de.

Late applications cannot be considered.

Candidates who have been shortlisted will be contacted after the application deadline and invited for an interview in late June/early July.

We value diversity and encourage applications from people of all cultural, social, or ethnic backgrounds, genders, religions or beliefs, disabilities, ages, or sexual identities. Individuals with disabilities and those with equivalent status will be given preference if equally qualified, in accordance with legal regulations. The Foreign Office is also committed to promoting women in the workplace and especially welcomes applications from qualified women.

After a successful selection process, the successful candidate will need to provide proof of medical fitness through an examination by the consulate's cooperating physician. Additionally, a background/security check will be conducted. Your willingness to cooperate will be expected.

The processing of personal data of applicants is subject to Article 13 of the GDPR.

For more information, please refer to: <https://uae.diplo.de/ae-en/datenschutz>.