

The Embassy of the Federal Republic of Germany in Phnom Penh seeks to fill the position of a

**Consular Affairs Officer  
(Locally employed staff)**

The position entails the following tasks:

- Receiving of passport and visa applications, incl. over-the-counter
- Processing of passport and visa applications with Ministry issued IT systems
- Advising applicants on procedures and rules/regulations, incl. preparation of certifications/attestations
- Assisting German consular staff in providing help to German and EU citizens
- Establishing and maintaining contacts with local, national and government entities as well as embassies and international organizations
- Filing
- Written and oral translations (Khmer-English / English-Khmer; Khmer-German / German-Khmer if applicable)

The applicant should have the following qualifications and experience:

- Customer-friendly attitude, politeness and helpfulness, patience
- Ability to work pro-actively and autonomously
- Ability to work in a team
- Good knowledge of English (comparable to B2 according to Common European Framework for Languages)
- Good knowledge of German would be an advantage
- Proficiency in Khmer (oral and written)
- Proficiency of standard IT

According to the German Federal Government's policy, applications by women are particularly encouraged.

Contract conditions and compensation are based on the standard employment agreement for non-diplomatic staff at the Embassy of the Federal Republic of Germany. Applicants who are not Cambodian citizens must have a valid residence permit and unrestricted working permit.

Please submit your application by **10 January 2021** enclosing the following documents:

- Curriculum vitae(preferably using EuroPass:  
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>)
- Copy of school leaving certificate or highest university diploma (and English or German translation)
- 1 Letter of recommendation
- Copy of passport (if applicable: copy of residence permit and working permit)

Original documents must be presented before hiring.

Only complete applications in hard copy will be accepted.

To: Embassy of the Federal Republic of Germany  
Attn: Head of Administration  
No 76-78 Street 214 (Blvd. Yougoslavie)  
Phnom Penh