



---

The Embassy of the Federal Republic of Germany in Washington, DC, represents German interests in the United States. As such, the Embassy offers you an attractive and unique workplace. The Embassy is looking to fill a position (20-hour work week) as a \_\_\_\_\_ for a visually impaired colleague \_\_\_\_\_ for one year until summer 2025.

---

Read aloud from various information sources  
Filter, summarize, and process information on instruction by the supervisor  
Assist in and conduct Internet/intranet research  
Design layout of the data and documents created by the supervisor  
Perform general office and administrative tasks, such as filing, copying, mailing correspondence, information management  
Accompany the colleague to official events  
ment

---

Pay is based on a 20-hour week. The gross starting salary for the position is currently \$2,180 per month. Depending on prior experience, the starting salary can be higher.

Contract terms and compensation are based on local law, as per the standard employment agreement for non-diplomatic staff at the German foreign missions in the U.S. and the corresponding pay scale.

The Federal Foreign Office is committed to the professional advancement of women and expressly encourages qualified women to apply.

Prior to hiring, the successful candidate will be required to show adequate health through a medical examination by the Embassy's partner physician. In addition, a background check will be conducted. Your cooperation is required for hiring.

Applicants who are not U.S. citizens must have a valid work permit. Work visa sponsorship by the Embassy is not possible.

along with the customary documents (letter of application, résumé, proof of academic diploma, references/letters of recommendation, copy of passport, and, if applicable, a copy of the Green Card or visa, together with your work permit)

German Embassy | Attn.: Mr. Swen Janke | 4645 Reservoir Rd. NW | Washington, DC 20007  
Email: [vw-10@wash.diplo.de](mailto:vw-10@wash.diplo.de)

Please note that the Embassy will consider complete and timely applications only. No acknowledgements of receipt and/or application materials will be returned. The Embassy will contact only those applicants who are invited to an interview. Selection interviews are expected to take place in

