



Embassy
of the Federal Republic of Germany
Ottawa

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Job Advertisement

The Embassy of the Federal Republic of Germany in Ottawa is looking to hire a staff member (full time) for the Economic Affairs and Science Department starting 2018/02/01.

We offer:

- Employment in a young and motivated team
- a chance to deal with current political issues
- a broad spectrum of tasks comprising both thematic and organizational duties
- network opportunities in the Canadian science and economy scene

Your tasks:

- Observation, analysis and coverage of research and economic policy related developments in Canada
- Preparation and organization of events as well as delegation trips and lecture tours
- Cooperation with German scientific organisations in activities in Canada
- Maintaining contacts with universities and research institutes as well as maintaining and extending the contact network with German scientists as well as alumni of German scientific organisations
- Maintaining contacts with representatives of the Canadian Government, with companies, associations and economic think tanks
- Completion of organisational and administrative tasks, particularly involvement in the budgetary processing of project funds

Your profile:

- You like to work with people and easily establish new contacts
- You like to organize events and delegation trips and consider all aspects of organizational details up to the financing
- You are able to express yourself in writing in a precise and concise manner and work independently and targeted
- You are prepared to go on business trips within Canada and occasionally to Germany
- You are familiar with scientific landscape and research funding in Germany in Canada
- Furthermore you are interested in economic issues
- You familiarize yourself independently with new topics

Formal requirements:

- German language skills at native-speaker level; very good English language skills (spoken and written); French language skills are of advantage
- Successfully completed university studies
- Valid, long-term residence and work permit for Canada or Canadian citizenship

Contract terms:

Full-time (40 hours/week) employment contract according to local law, initially limited to one year. Extension and removal of time limit desired in case of successful cooperation.

Your application should comprise the following documents (in German):

- Letter of motivation
- CV
- Reports/Reference Letters
- Copy of your ID as well as (where applicable) copy of your long-term residence permit/work permit
- police clearance certificate
- an essay (one-page) on the subject: "Strengths and weaknesses of the Canadian scientific system"

Please send your written applications to the

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1 Waverley Street
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Attn.: Administration
Fax: 1-613-594 9330
E-Mail: Vw-S1@otta.diplo.de

Deadline for applications: 2017/11/27