



LANGUAGE. CULTURE. GERMANY.

ARE YOU LOOKING FOR A CHALLENGE IN INTERNATIONAL CULTURAL COOPERATION?

The Goethe-Institut e. V. is the globally active cultural institute of the Federal Republic of Germany. We promote knowledge of the German language abroad and foster international cultural cooperation. In addition, we convey a comprehensive image of Germany by providing information about cultural, social and political life. Our international work requires great openness to other cultures and a high level of intercultural competence.

The Goethe-Institut Philippines is looking for a committed

ADMINISTRATOR FOR EDUCATIONAL COOPERATION (LOCAL EMPLOYEE) (SCOPE OF EMPLOYMENT 100%)

Ideally you would start your job **at the earliest possible date.**

The division of educational cooperation focuses on the cooperation with Philippine schools, universities and institutions promoting and supporting the teaching of German and the marketing of German language in the Philippines.

As administrator for educational cooperation, your main responsibilities include:

- The processing and organization (including administrative preparation and follow-up) of training events in the field of educational cooperation, including accounting.
- Cooperation with the head of the language department in the field of planning and implementation of projects and events
- Participation in departmental meetings
- Travel organization
- Handling inquiries, especially regarding scholarships for German as a foreign language;
- Providing information on educational cooperation projects
- Participation in the budget monitoring of the division
- Participation in marketing, acquisition and advertising for educational cooperation programs
- Administrative tasks related to the cooperation with GIZ Philippines in the framework of the GIZ Triple Win program (student enrollment in OSKA, monitoring of performance reports, office communication, drafts for billing)
- other general office work

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

Your profile:

- University degree
- Language skills (English, Tagalog)
- Knowledge of German language desirable
- Good knowledge of general PC applications and willingness to get involved with new software systems (PPS, OSKA)
- High level of resilience and accuracy
- Ability to work in a team, flexibility and reliability
- Being a good communicator and networker
- Curiosity for new tasks and willingness to continuously learn new skills

The administrator for educational cooperation will be employed in accordance with local Philippine labor laws and the working conditions of the Goethe-Institut Philippines. The position is initially limited to two years including a probationary period.

Please send your application with CV and photo as well as a meaningful reference (no reference letter) **at the earliest possible date** exclusively in electronic form to Mr. Jens Rösler, Head of the Language Department, under: jens.roesler@goethe.de