



## **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 on **August 17, 2026**.

The Division of Educational Cooperation works closely with Philippine schools, universities, and educational as well as administrative institutions to promote and support the teaching of German, while fostering cultural and educational exchange between Germany and the Philippines.

### **As administrator for educational cooperation, your main responsibilities include:**

- Processing and organizing training events and projects in the field of educational cooperation, including administrative preparation, follow-up, and accounting
- Collaborating with the Head of the Language Department on the planning and implementation of projects and events
- Attending departmental meetings and contributing to discussions
- Organizing travel arrangements
- Handling inquiries, particularly those related to scholarships for German as a foreign language
- Providing information on educational cooperation projects
- Assisting in budget monitoring within the division

**Goethe-Institut Philippinen**  
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- Supporting marketing, acquisition, and promotional activities for educational cooperation programs
- Managing administrative tasks connected to cooperation with GIZ Philippines in the context of skilled migration to Germany (including student enrollment in OSKA, monitoring performance reports, office communication, and preparing billing drafts)
- Performing general office duties as required

### **Your profile:**

- University degree
- Proficiency in English and Tagalog; knowledge of German is an advantage
- Strong command of general PC applications and openness to learning new software systems (e.g., PPS, OSKA)
- High level of resilience, precision, and attention to detail
- Team-oriented mindset, combined with flexibility and reliability
- Excellent communication and networking skills
- Curiosity for new tasks and a commitment to continuous learning and skill development

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.

For any further administrative questions, please contact Ms. Jocelyn Chua, Head of Administration, under: [jocelyn.chua@goethe.de](mailto:jocelyn.chua@goethe.de)

Please submit your complete application documents (letter of motivation, CV, certificates, references) by no later than **May 31, 2026** to: [hr-manila@goethe.de](mailto:hr-manila@goethe.de)

After submitting your application, you will receive an automatic acknowledgement of receipt. After May 31, we will contact only those candidates who have been shortlisted. Please note that we will not contact applicants either before or after May 31 unless they have been shortlisted.

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