



# ADMINISTRATOR, EDUCATIONAL COOPERATION (GERMAN)

at the Goethe-Institut Singapore, commencing 1 December 2026

The Goethe-Institut is the Federal Republic of Germany's cultural institute, active worldwide. Through its Educational Cooperation German (BKD) programme, the Goethe-Institut Singapore supports the teaching of German by providing specialist advice, professional development for teachers, networking opportunities and cultural programmes for learners of German.

The Goethe-Institut Singapore is seeking a new Administrator for Educational Cooperation German (position code: SBBKD), commencing 1 December 2026. This is a 62.5% part-time position.

## Key Responsibilities

- **Project and Event Management:**  
Plan and deliver projects, workshops, events and interactive learning activities for learners of German and teachers.
- **Networking and Educational Cooperation:**  
Build and maintain relationships with educational partners, schools, institutions and government ministries, and represent the Goethe-Institut and its BKD/PASCH programmes at external events and during school visits.
- **Programme and Scholarship Administration:**  
Organise and administer BKD and PASCH language course scholarships, as well as other programmes for learners of German and teachers.
- **Communications and Public Relations:**  
Create content tailored to specific target groups for social media and newsletters, and present the Goethe-Institut's programmes and activities.
- **Budgeting and Administration:**  
Plan and monitor budgets, prepare reports, statistics and research, and carry out general organisational and administrative tasks.
- **Support for the Head of Language Department:**  
Assist with the planning and implementation of various initiatives.

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## Requirements

- Relevant diploma or equivalent qualification
- Excellent written and spoken German
- Experience in project administration and financial management, or a willingness to develop skills in this area
- Strong organisational and coordination skills
- Good IT skills, including proficiency in Microsoft Office applications
- Knowledge of Singapore's education landscape would be an advantage
- Willingness to work occasional weekends
- Strong communication skills and a collaborative approach to teamwork
- Intercultural competence
- Flexibility and the ability to work effectively under pressure

This is a part-time position of 25 hours per week. We offer a varied and rewarding role in an engaging work environment, together with appropriate remuneration in line with the local salary structure. We look forward to receiving your application.

Please submit your application, including a detailed cover letter, curriculum vitae and copies of relevant certificates, exclusively by email to [administration-singapore@goethe.de](mailto:administration-singapore@goethe.de). Please also state your residency status in Singapore and your earliest possible start date.

**The closing date for applications is 12 October 2026.**

For enquiries, please contact Anne-Sophie Helms, Head of Administration, at [administration-singapore@goethe.de](mailto:administration-singapore@goethe.de). Further information about the activities of the Goethe-Institut is available at [www.goethe.de/singapore](http://www.goethe.de/singapore).

Please note that, due to the anticipated high volume of applications, we will contact only candidates who are shortlisted for an interview.

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