ADMINISTRATOR
FOR LANGUAGE EXAMS AND OPERATIONS

At the Goethe-Institut Philippines
Full-Time position 100%

The Goethe-Institut Philippines is seeking an Administrator to support the administration and organization of German language examinations, starting January 15, 2027, or later.

The Goethe-Institut is the cultural institute of the Federal Republic of Germany, active worldwide. We promote knowledge of the German language abroad and foster international cultural cooperation. In addition, we convey a comprehensive picture of Germany through information about its cultural, social, and political life.

For the administration of German language examinations nationwide, the Goethe-Institut Philippines is seeking, as of **January 15, 2027, or later**, an engaged and highly organized Administrator to support the administration and organization of German language examinations. The position is initially limited to two years, with the option of extension, and comprises 40 working hours per week.

WHAT YOU CAN EXPECT:

- Support in the organizational planning, preparation, and follow-up of language examinations
- Administrative support for the examination team
- Organization and logistical coordination of business travel, including flight, hotel, and transportation bookings
- Processing of travel expense claims and other reimbursements
- Review, recording, and administration of invoices, as well as preparation of approval processes
- Document management, record keeping, and archiving
- Maintenance of databases, lists, and statistics
- Ordering and materials management for examination operations
- Support with general administrative and organizational tasks
- Collaboration with the Administration, Language Courses, and Finance departments

WHAT SETS YOU APART:

- Completed university degree, completed commercial/vocational training, or a comparable qualification with relevant professional experience in administration or organizational support
- Structured, independent, and reliable working style
- Strong organizational and coordination skills
- Accuracy and affinity for working with numbers when processing invoices and reimbursements
- Strong business acumen and the ability to design organizational processes efficiently
- Good knowledge of Microsoft Office applications, especially Outlook, Word, and Excel
- Strong command of standard office applications and openness to learning new software systems (e.g., PPS, OSKA
- Proficiency in English and Tagalog; knowledge of German is an asset
- Ability to work in a team, resilience, and service orientation
- Intercultural competence and enjoyment of working in an international environment
- Willingness to take on new tasks and a commitment to continuous learning and professional development

WHAT WE OFFER:

- A varied and responsible role in an international working environment
- Participation in an engaged and collegial team
- Meaningful work in the field of international cultural and educational cooperation
- Opportunities for professional and personal development, as well as participation in German language courses
- An initial two-year fixed-term employment contract with the possibility of extension
- Compensation and working conditions in line with good local standards
- Contributions to social security in the Philippines

The administrator for language exams will be employed in accordance with local Philippine labor laws and the working conditions of the Goethe-Institut Philippines.

WHAT WE STAND FOR:

Across the globe, we connect people sustainably through a vibrant cultural and educational network. Through our programs, we promote intercultural dialogue, cultural participation, and the strengthening of civil society structures. Openness and diversity shape our services and ways of working. We support and promote diversity as a key to understanding and trust.

APPLICATION PROCESS:

Please send your complete application documents (cover letter, résumé/CV, certificates, and references) in German by email no later than **December 4, 2026,** to hr-manila@goethe.de. We kindly ask for your understanding that applications submitted after the deadline generally cannot be considered. After submitting your application, you will receive an automatic acknowledgement of receipt. After December 14, we will contact only those candidates who have been shortlisted.

For questions or additional information, please contact Oliver Phan-Müller (Oliver.Phan-Mueller@goethe.de), Head of the Language Department, the Goethe-Institut Philippines.