



COORDINATOR IN THE LANGUAGE DEPARTMENT

at the Goethe-Institut Singapore from 1 November 2018

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

The Goethe-Institut Singapore is looking for a highly motivated staff member. As coordinator in our language department (SBBKO) you will plan events for teachers and learners of German, at times in cooperation with the Goethe-Institut's partner organisations in Singapore. The scope of work is 50%.

Principal responsibilities:

- Assistance in organising teacher trainings and events promoting the German language
- Assistance in planning and conducting cultural and language events for learners of German at school and university level
- Assistance in planning and executing events in co-operation with partners, such as language fairs and language days
- Service and advice for institutions offering German as a Foreign Language in Singapore
- Networking with all major players in the field of German in Singapore
- Assistance in implementing the Goethe-Institut's scholarship programme in Singapore
- Design of promotional material for the language department
- Administration and maintenance of teaching material and promotional material
- Handling of examinations for German distance learning universities
- Looking after guests
- Handling project contracts
- Supervision of interns
- Handling enquiries, filing, general correspondence in German and English
- General office tasks

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Requirements:

- Relevant diploma or degree
- Very good spoken and written knowledge of German
- Experience in administration and project accounting or high motivation to quickly acquire the necessary skills in this field
- Very well organised, excellent at coordination tasks and reliable
- Sound IT-competence (all components of Microsoft Office, internet), knowledge of graphic programmes an advantage
- Knowledge of Singapore's educational landscape an advantage
- Readiness to work occasionally at weekends
- Team player with sound communicative competence
- Intercultural competence and sensitivity
- Flexibility and ability to work under pressure

The scope of employment is 20 hours per week. This position offers an attractive range of duties, an interesting and varied work environment and an appropriate remuneration in accordance with the Goethe-Institut's local salary scheme. We look forward to receiving your application.

Please send your application by e-mail with a motivation letter, CV and copies of testimonials/certificates only to administration-singapore@goethe.de. The application shall include the earliest date of availability, nationality and visa status in Singapore.

Application deadline: 30 September 2018

If you have any questions, please get in touch with Mrs Anne-Sophie Helms, Head of Administration, at administration-singapore@goethe.de. For more information about the activities of the Goethe-Institut, see www.goethe.de/singapore.

PLEASE NOTE: Due to the high number of applications we expect to receive, we will only be able to contact those applicants invited for interviews.

www.goethe.de

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