

The GIGA German Institute of Global and Area Studies / Leibniz-Institut für Globale und Regionale Studien is an independent social-science research institute based in Hamburg. It analyses political, social and economic developments in Africa, Asia, Latin America and the Middle East, and links this knowledge to questions of global significance. It combines region-specific analysis with innovative comparative research on accountability and participation, growth and development, peace and security, and power and ideas. The GIGA seeks to appoint a

Personal Assistant to the President

Applications are invited for a full-time position, with an initial contract of two years, starting as soon as possible. The salary is commensurate with TV-AVH / TVöD EG 8.

The successful candidate will provide support to the President through

- secretarial tasks,
- assistance with the organisation of her teaching and research responsibilities, and
- help in the preparation of meetings and relevant documents.

Your qualifications:

- experience in secretarial work and organisational tasks; relevant training is an asset,
- excellent English and German language skills; additional language skills are an asset,
- technical proficiency (e.g., databases, internet, social media, Microsoft Office),
- friendliness, reliability, discretion, team spirit, and courteous manner

Part-time options will be considered, if so desired by the successful candidate. The GIGA promotes gender equality. Diversity and the reconciliation of work and family life are of great importance to the institute.

Please fill out the GIGA application form (found at www.giga-hamburg.de/en/vacancies) and send it with your full application (**Ref.-No. GIGA-19-08**) including relevant supporting documentation (cover letter, CV, certificates, credentials incl. job references) to:

**Indi-Carolina Kryg, GIGA German Institute of Global and Area Studies,
Neuer Jungfernstieg 21, 20354 Hamburg, Germany
Email: jobs-giga@giga-hamburg.de** (email applications are particularly welcome).

Screening of applications will begin on 25 April 2019.

For further information, please visit the GIGA homepage (www.giga-hamburg.de) or contact Julia Kramer (email: julia.kramer@giga-hamburg.de, phone: +49 (0)40 – 42825-540).

