

**GERMAN EMBASSY SCHOOL ADDIS ABABA IS LOOKING FOR AN  
ADMINISTRATION ASSISTANT  
AS OF 01 December 2025 (or next possible date)**

**German Embassy School**

The German Embassy School Addis Ababa (DBSAA) is supported by the German School Association in Ethiopia and is accredited as an Excellent German International School, with a history of outstanding educational achievements spanning over 90 years.

More than 300 students are nurtured in a family-like environment by approximately 100 dedicated staff members, supporting their development from the nursery and kindergarten through primary school up to grade 12.

Beyond the classroom, a dynamic school culture thrives, bringing together parents, alumni, and teachers. As a German international school, we immerse our students in the German language, history, and culture, providing an environment where children can grow into empathetic, independent, and critical thinkers. At the same time, they explore perspectives from Ethiopia, a country rich in historical heritage and cultural diversity.

**Tasks:**

- Independent management of the procurement department, including:
  - Obtaining and comparing prices and offers on the local market and awarding contracts in coordination with the Administration Office and the School Board
  - Preparing approval requests and payment instructions
  - Communicating with clients and suppliers
  - Coordinating drivers for procurement tasks
  - Maintaining a procurement catalogue with contact details
  - Supporting the annual order of teaching materials
- Acting as a liaison to external service providers and coordinating related processes
- Supporting and assisting the various administrative departments
- Contributing to the development of templates and concepts to professionalize and standardize workflows and processes
- Preparing administrative documents and managing both digital and physical filing systems
- Regular reporting on ongoing administrative processes to the Head of Administration
- Participating in team meetings, including taking minutes

**Qualifications and Requirements:**

- Completed education or training in administration / public sector, e.g., administrative clerk, business administrator, Bachelor in Economics, or a comparable qualification

**Bank details:**

Ethiopia for ETB: Dashen Bank German Embassy School, Balderas Branch / Account No. 0089 1493 410 11 / Swift DASHET AA XXX  
Germany for EUR: Commerzbank Düsseldorf / Deutscher Schulverein in Äthiopien / IBAN DE 28 3004 0000 0104 401 500

Certified "Excellent German School Abroad". IB World School for "Mixed Language International Baccalaureate"  
Recognized German School Abroad: Kindergarten, Primary Level, Secondary Level I and II

- Several years of professional experience in administration, ideally with work experience in Ethiopia and particularly on the local market
- Proficient in standard office software
- Excellent written and spoken English and Amharic skills; knowledge of German is an advantage

**Benefits:**

- Competitive remuneration in accordance with qualifications and professional experience
- 2-year contract with the possibility of extension
- Attractive working environment within a dedicated and international team
- Family-friendly working environment
- Access to free group sports activities for employees

**Start date:** 01 December 2025 or the earliest possible date

**Working hours:** 40 hours per week (full-time)

**Application:** Please submit your complete application (cover letter, CV, references, and certificates) by email to [hr@dsaa.de](mailto:hr@dsaa.de)

**Application deadline:** 26 October 2025

**We look forward to receiving your application!**

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