



## The Embassy of the Federal Republic of Germany in Astana

is looking for a

### **security guard (m/f/div.)**

from the earliest possible date, permanent contract  
(Full-time, alternate day shift service)

The job activity includes the following **main tasks**:

- Duties of protection, security and order
- Identity checks, scanning of people and their belongings
- Visitor-management when related to security tasks
- Telephone service

Applicants should fulfil the following **profile**:

- Main knowledge in protection services and property protection
- Good manners and a neat appearance
- Health aptitude and a good physical condition
- Resilience and flexibility
- A high sense of responsibility
- Ability to work in a team
- Very good proficiency in Russian
- Good proficiency in German and/or English

We would be glad to see:

- Experience in the field of security for several years
- Willingness to participate in further education and if necessary, the improvement of the German language skills

The position is a full-time job (40 hrs/week), executed in an alternate day shift service, and will initially be limited to one year.

The conditions of the contract are in accordance with the Kazakh labour law. The remuneration will be paid in local currency.

After a successful selection process and before hiring, a proof of health aptitude by a medical health examination is mandatory. Additionally, a personal and security check will be carried out. The applicant's willingness to cooperate in this regard is expected.

Applicants who are not Kazakh nationals must, at the latest when being hired, be in the possession of a valid residence and work permit for the Republic of Kazakhstan.

**Please address your application latest until Friday, 15 November 2024, exclusively via email to [info@astana.diplo.de](mailto:info@astana.diplo.de) with the following documents**

- Motivation letter in German or English
- CV in German or English (picture optional)
- Copies of certificates and letters of recommendation
- Proof of completed training / further education
- Proof (auxiliary well-founded statements) of all skills mentioned in this announcement
- Copy of passport and residence permit if applicable

The following requirements must be observed when sending your email

- Your subject line must include the keywords '**Bewerbung Sicherheit 2024**'
- All required documents must be attached in **one PDF-file**
- The amount of data in your application email (incl. attachments) must not exceed **3 MB**

Please note, that only complete and timely applications will be considered. We do not send confirmations of receipt and will only contact applicants who will be invited to a selection interview. Accordingly, applicants should keep themselves available for a personal interview during the 48<sup>th</sup> calendar week 2024.

Possible travel expenses to the interview will not be reimbursed.

For information on data protection in accordance with Article 13 EU General Data Protection Regulation (GDPR) please click [here](#).