

EMBASSY AND PERMANENT MISSION OF THE UNITED REPUBLIC OF TANZANIA IN VIENNA



VACANCY ANNOUNCEMENT

The Embassy and Permanent Mission of the United Republic of Tanzania in Vienna seeks to appoint a qualified individual for the following full-time position:

Position: Receptionist

Minimum Qualifications: A minimum qualification of an Advanced Diploma

Competences/skills:

- Proficiency in English and German language
- Knowledge of Kiswahili language has added advantage

Application Procedures:

Interested candidates should submit their applications to office@tanzaniaembassyvienna.at with a detailed Curriculum Vitae (CV) attached. The CV should indicate all relevant personal contact details, as well as the names and contacts of three (3) referees.

Selection Process:

Only shortlisted candidates will be invited for interview and requested to submit copies of academic and professional certificates.

Closing date for applications:

The closing date for applications is **31 July 2026, at 17:00 hours.**