Vocational training in Germany (Ausbildung)

Public administration clerk (Verwaltungsfachangestellte/r)

Verwaltungsfachangestellter / Verwaltungsfachangestellte

You handle citizens' requests and manage files in a public authority: a 3-year training, paid from the first year, with five specialisms.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**3 years** 36 months	**B2** required level	**€1,286 to €1,383** gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a public administration clerk does

They work in a federal, state, local or other public body: they process requests, write decisions and deal with personnel, the budget or purchasing.

Process requests

Examine citizens' requests, apply the rules and prepare the authority's decisions.

Manage files

Keep case files, write letters and follow procedures accurately.

Administer

Contribute to the department's personnel, budget, accounts or purchasing management.

This occupation is for you if...

- ✓ you like applying rules in a fair and precise way
- ✓ you are comfortable with writing and case files
- ✓ you enjoy informing and helping the public
- ✓ you want a useful job in the public service

Less suitable if...

- – you do not like office work and written procedures
- – you struggle with detailed rules of law
- – you want a mainly manual or outdoor job

A TYPICAL DAY IN THE WORKSHOP

08:00 **Starting the shift and the day's files** : The trainer shares out the pending requests and recalls the deadlines and rules to follow.

09:00 **Handling a citizen's request** : Check the documents received, apply the relevant text and prepare a draft reply.

10:30 **Receiving the public** : Inform someone about the procedure to follow and note down their request precisely.

13:00 **Following the department's budget** : Record expenses, check the funds available and file the supporting documents.

14:30 **Buying supplies** : Compare quotations and follow the authority's ordering rules.

16:00 **Writing a decision** : Write a clear, reasoned letter that complies with the rules of administrative procedure.

Administrative law · Writing decisions · Public budget and accounting · Personnel and payroll · Public procurement · Serving the public · Accuracy · Public service ethos · Impartiality · Discretion · Communication

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Organisation of administration
- Office tools and communication
- Budget and accounting

Year 2

Law and personnel

- Administrative law and procedure
- Personnel and purchasing
- Intermediate exam

Year 3

The specialism

- Chosen specialism (12 months)
- Applying the law to cases
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) takes place around the middle of the 2nd year. The final exam has four written papers (administration management, personnel, administrative law, economics and society) and a practical test applying the law to cases. You obtain the certificate as a public administration clerk (Verwaltungsfachangestellter), issued by the competent public body.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ An office job, mostly sedentary, with contact with the public and work on screen and on case files during the day.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Administrative clerk

Work in a town hall, a state, the federal administration, a chamber or a church administration.

WITH EXPERIENCE

Verwaltungsfachwirt

Further training within the administration to take on more qualified roles.

LONGER TERM

Betriebswirt or Fachkaufmann

Other further qualifications, for example in business management or specialised functions.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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