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.

- **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

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

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

View the full sheet online