

Vacancy announcement

The Konrad-Adenauer-Stiftung New York Office is searching for a

Program officer

The Konrad-Adenauer-Stiftung (KAS) is a German political foundation that works to promote democracy and rule of law around the world. We are seeking a full-time program officer for our United Nations related activities in New York to start as soon as possible (40 hours per week).

Your tasks:

- Design (conceptualization), preparation, budgeting, implementation, monitoring and evaluation of programs and activities in the fields of:
 - Foreign- and Security Policy, conflict management
 - Development policy
 - Policy on climate change and energy security
 - Democracy and Rule of law
- Attend the programs and activities and assure their smooth implementation
- Document programs and activities using the internal project accounting, management and information system PASTIS
- Prepare research, write and proof-read political analysis, articles and reports in the related thematic areas for public and internal use
- Publish on KAS New York 's website and on twitter et al. about programs and activities
- Cooperate with finance officer for impeccable operation and implementation of activities
- Report regularly to the head of the office on the status of implementation of projects (together with finance officer)

Your profile:

- Master degree in Social Sciences (International Relations, Political Science,...)
- Excellent command of English (native), knowledge of German of advantage
- Experience in/with UN institutions highly desirable, with other international institutions of advantage
- Strong interest in international politics, specialization on a certain region is an advantage

- Impeccable writing skills
- Excellent organisation skills; ability to multitask and prioritize; to meet deadlines and work under pressure
- Independent and precise style of working
- Excellent interpersonal skills and cultural sensitivity; ability to deal with people from a variety of backgrounds; ability to build effective working relationships with colleagues and external contacts
- Problem-solving, solutions-oriented; hands-on personality
- Computer skills in the common MS Office products; experience with new media of advantage
- US citizen, Green Card or a US work permit

We offer:

- Work in an international environment
- Interesting and complex responsibilities in a dynamic team
- Training opportunities in US/Europe
- Remuneration appropriate to the work assignment
- Social benefits required by law

Application materials:

Letter of motivation, resume, job certificates, diplomas (copies are sufficient)

Please send your complete application to Dr. Stefan Friedrich at the Konrad-Adenauer-Stiftung New York Office (stefan.friedrich@kas.de). Only shortlisted applicants will be invited for an interview.

We look forward to receiving your application!

New York, April 2017