

### ***Vacancy at Konrad-Adenauer-Stiftung in Amman, Jordan***

The Konrad-Adenauer-Stiftung (KAS) is a non-profit German foundation and one of the leading think tanks worldwide. We are affiliated with Germany's largest political party, the conservative CDU, headed by Federal Chancellor Angela Merkel, who also serves as one of the foundation's board members. Today, we operate in 120 countries worldwide, implementing over 200 programmes. The Konrad-Adenauer-Stiftung in Amman implements, amongst others, projects in the countries of the Gulf Cooperation Council (GCC) and Yemen. As of 1 January 2018, we are offering the position of a

#### **Project Assistant (m/f)**

Duties and responsibilities mainly include:

##### **1. Project organisation**

- Supporting Programme and Project Managers in planning, developing, coordinating, implementing and evaluating projects, documentation and monitoring in accordance with contracts and regulations
- Supporting Programme and Project Managers in coordination of project activities with partners (content, logistic and financial)
- Drafting of programmes, participants lists, status lists
- Participating in conferences, seminars, workshops, lectures and meetings, upon request (may require traveling abroad)
- Supporting Programme and Project Managers in coordination with the accounting section regarding the financial dimensions of projects
- Reporting to Programme and Project Managers on relevant ongoing political and social developments
- Supporting the Programme and Project Managers in writing of project reports and assessments as well as related publications for the website in both English and Arabic
- Translating documents (Arabic/English - English/Arabic)

##### **2. Administration**

- Administrative support to the arrangement of workshops, reservations, invitations
- Maintenance of files, correspondence and papers according to the filing system
- Preparation of press documentation and press review
- Other office work

*Note: the above list is indicative, not exhaustive*

Requirements are an undergraduate degree, preferably in the fields of Political and Social Science, Law, Economics, Business Administration, IT, Accounting or Communications. Excellent written and oral communication skills are required and work experience in previous office settings is preferred. The work for KAS requires a high level of self-sufficiency, attention to detail and flexibility. Team spirit and excellent skills in both spoken and written Arabic and English are required and preferably basic knowledge of the German language. Furthermore, the candidate must be skilled in computer-related functions of MS word, excel, Power Point, etc. **Applicants must hold the Jordanian citizenship.**

As a young and dynamic team, we offer an interesting position in an exciting work environment. The position is **initially limited until the 31<sup>st</sup> of December 2018 with the possibility of extension.**

Your Application should include the following documents:

- Short cover letter outlining your interest in KAS and how you got to know us
- Curriculum vitae
- If applicable, internship or job references
- If applicable, language certificates

The application **deadline is the 18<sup>th</sup> of November 2017.**

We look forward to receiving your application and working with you!

The Konrad-Adenauer-Stiftung's Team

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