

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

Finance & Administration Assistant (m/f)

Duties and responsibilities mainly include:

1. Finance

- Supporting KAS Finance and Project Administration Managers in ensuring that projects and programmes are carried out in line with KAS finance rules and procedures
- Supporting KAS Finance and Project Administration Managers in ensuring an efficient flow of documents and information within the section, as well as with all other sections
- Supporting KAS Programme and Project Managers for any financial procedures related to project activities
- Initiating and preparing legal and financial documentation based on KAS accounting system under supervision by KAS Finance and Project Administration Managers
- Initiating and monitoring accounting processes (prepare payments, update financial data, review bills, enter bills to KAS account software) under supervision by KAS Finance and Project Administration Managers
- Internal follow-up on the status of payment orders and commitments
- Assisting with audits and evaluations of programmes

2. Administration

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

Note: the above list is indicative, not exhaustive

Requirements are an undergraduate degree, preferably in the fields of Accounting, Business Administration, Law, Communications, Political and Social Science, IT or Economics. 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 31st 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 18th of November 2017.**

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

The Konrad-Adenauer-Stiftung's Team

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