

New York, May 4th, 2018

Vacancy announcement

The Konrad-Adenauer-Stiftung's 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 the rule of law around the world. We are seeking a full-time Program Officer for our New York office to start as soon as possible (40 hours per week).

Responsibilities:

- Design, conceptualization, planning, budgeting, implementation, follow-up, monitoring and evaluation of UN-related programs and activities focusing on our core areas:
 - Foreign- and Security Policy, Conflict Management
 - Development Policy
 - Policy on Climate Change and Energy Security
 - Democracy and the Rule of Law
- Document the programs and activities using our global project management tool
- Prepare research papers, write and proof-read analytical briefings, articles and event reports in the related thematic areas for public and internal use
- Update KAS New York's website and social media accounts concerning our programs and activities
- Cooperate with finance officer concerning accounting related issues and liaise together to ensure responsible financial implementation of activities and programs
- Report regularly to the head of the office on the status of implementation of projects
- Liaise with partners from UN and UN-related agencies and NGO's

Profile:

- Master's degree or equivalent in International Relations, Political Science, Economics, Law or other relevant fields of study
- At least two years of professional experience in international affairs, ideally at the United Nations or at a Permanent Mission to the United Nations
- Experience working with relevant international think tanks and NGOs an advantage
- Excellent command of English (native), knowledge of German an advantage
- Strong interest in international politics, regional specialization is an advantage
- Impeccable writing skills
- Excellent organisational skills; ability to multitask and prioritize; capacity to meet deadlines and work under pressure
- Able to work independently as well as within a team
- Excellent interpersonal skills and cultural sensitivity; capability to deal with people from a variety of backgrounds; ability to build effective working relationships with external partners
- Problem-solving, solution-oriented; hands-on personality
- Proficiency in MS Office; experience with social media of advantage
- Candidates must be a US citizen, have valid Green Card or US work permit

We offer:

- Work in an international environment
- Interesting and complex responsibilities in a dynamic team
- Salary commensurate with experience
- Training opportunities in Europe
- Excellent healthcare (including dental & vision)
- Employer-paid short and long-term disability
- 401K and employer match
- Generous vacation and sick leave

Application:

Motivation letter, CV, reference letters/diplomas (optional)

Applications will be accepted on a rolling basis until May 21st, 2018.

To apply, please send a cover letter and supporting documents with the subject line — Your name, Program Officer KAS — to newyork@kas.de. Only shortlisted applicants will be invited for an interview.

We look forward to receiving your application!