

Kampala, 03/09/2026

Job Description

Project Assistant (full time)

The position of Project Assistant supports the implementation of the Konrad-Adenauer-Stiftung's (KAS) Regional Project Security Dialogue for East Africa based in Kampala, Uganda. It requires the following qualifications and includes the following duties and responsibilities:

- An excellent command of the English language
- Supporting the planning and implementation of KAS activities, including the development of concept notes and budgets, administration of the activities and preparation of the necessary financial and narrative reports
- Supporting the planning and implementation of KAS activities, including the development of concept notes and budgets, administration of the activities and preparation of the necessary financial and narrative reports. Also, taking care of logistical tasks in the course of the preparation of duty trips (identifying suitable hotels in the project countries, identifying suitable caterers for events, identifying best flight connections and other travel related research etc.)
- Liaising with key stakeholders from government and civil society in the relevant programme areas in the East African Region (includes duty trips within East Africa)
- Supporting the research and publication undertakings of KAS through the identification of research topics, authorship and/or review of publication texts as well as taking part in the identification of and communication with experts/consultants
- Liaising with partner organisations in the development of partnership goals, design, and implementation of activities – including technical support in the preparation of concept notes, budgets, programmes as well as assessing and supporting the logistical needs of activities
- Supporting the implementation of activities and preparing/submitting the relevant reports (including travelling to the respective areas of implementation)
- Coordinating the monitoring and evaluation undertakings of the KAS
- Managing and regularly updating the homepage and social media presence of the KAS Regional Dialogue for East Africa

- Supporting the acquisition, planning and implementation of externally supported KAS-implemented projects
- Supporting the financial and administrative functions of the KAS office
- Any other duties relating to the KAS Regional Dialogue for East Africa as may be assigned from time to time.

Technical Assistant (full time)

The position of the Technical Assistant supports the implementation of the Konrad-Adenauer-Stiftung's (KAS) Regional Project Security Dialogue for East Africa based in Kampala, Uganda. It requires the following qualifications and includes the following duties and responsibilities:

- Provision of transport services using the KAS office vehicles for office related errands, project activities and any other work-related transport needs of KAS staff, official partners, and visitors in consultation with the administrative Secretary
- Supervision of the regular service and maintenance of the office vehicles
- Maintenance of the vehicle logbooks in hardcopy and electronic version
- Liaising with external providers of technical services and supervising their work
- Assisting the KAS programme staff in planning, preparing, implementing, and monitoring of activities (including travelling to respective areas of implementation if necessary), especially logistical execution of conferences and project events, as well as assisting in the preparation of activity reports and accountability documents
- An excellent command of the English language
- If required, support for KAS staff with IT-related tasks
- Any other duties relating to the KAS Regional Dialogue for East Africa as may be assigned from time to time

Note: Send your application (CV and Cover letter only) to sipodi.east@kas.de by 30th September 2026.