

## **Job Announcement**

### **Position: Project Manager**

Konrad-Adenauer-Stiftung (KAS) Vietnam

#### **Responsibilities:**

- Planning, implementing, monitoring and evaluation of KAS Vietnam activities; general conceptual work for KAS Vietnam
- Assisting, consulting with and advising partners of KAS in planning, implementing, monitoring and evaluating their projects with KAS; monitoring / supervising of the partners' activities
- Writing reports on the activities of KAS, preparing speeches and presentations, contributing to thematic and country reports, analysing general developments in Vietnam and the region
- Establishing / maintaining contact to national and international experts; supporting the logistical management of experts during their assignment
- Responsible for social media / visibility activities of KAS Vietnam, including KAS Vietnam homepage, Facebook and other means of outreach; data management
- Close cooperation with KAS Vietnam Office Management and Finance Section on budget and logistical matters
- Any other duties as deemed necessary by the Country Representative

#### **Required Qualifications, Experiences, Skills:**

- University degree (Master) in political, legal, social or other related sciences
- Fluent in German and English language
- Minimum of 4 years of related work experience
- General project / contract management ability with knowledge of current acceptable costs
- Preferred: established networks in Vietnam, i.a. in political, social, economic, academic fields
- Identification with the background and values of KAS
- A high measure of independent working, responsibility, teamwork and flexibility; work also off-time
- Preparedness to travel
- Competent with Microsoft Office; preferred: knowledge of maintaining a website

Please send your application by 31 January 2017 (including cv, letter of motivation, copies of certificates, email addresses of two persons who can give reference about you) to: [Peter.Girke@kas.de](mailto:Peter.Girke@kas.de)