



Konrad-Adenauer-Stiftung e.V.

Rule of Law Programme Middle East and North Africa

is looking for a

Project Coordinator/Manager (PK)

for its office based in Beirut, Lebanon.

Starting: 1st April 2023

Freedom, justice and solidarity are the basic principles underlying the work of the Konrad-Adenauer-Stiftung e.V. (KAS). KAS is a German political foundation associated with the Christian Democratic Union of Germany (CDU). The headquarters are in Berlin. With more than 100 offices and projects in over 120 countries, we make a unique contribution to the promotion of democracy, the rule of law and a social market economy. To foster peace and freedom we encourage a continuous dialog at the national and international levels as well as the exchange between cultures and religions.

The Rule of Law Programme Middle East and North Africa is one of six regional rule of law programs managed worldwide by KAS. The program intends to contribute to the promotion of the rule of law in the region, as a prerequisite for stable democracy and sustainable social and economic development. The program maintains a strong regional network of high-ranking legal experts and practitioners and offers a platform for an in-depth exchange on best legal practices. The regional approach is considered a supplement to the KAS national programs with the aim of creating broader networks to further improve the effectiveness of the work in individual countries.

The KAS Rule of Law Programme Middle East and North Africa office, based in Beirut, Lebanon, is looking for a Project Coordinator/Manager (PK), to manage and coordinate measures and projects of the program. We are a young and dynamic team with a great team-spirit, looking for someone, who is motivated to join us.

For more information on the program and office you can visit www.kas.de/ruleoflawmena



How to apply (important!)

Candidates should send their application, including **CV, reports and a letter of motivation**, in a **single PDF** document via e-mail to info.mena@kas.de, with philipp.bremer@kas.de in cc. **Please have "Application Project Coordinator" in your subject line.** Please include your salary expectations and previous experiences you've had with the field of rule of law.

Deadline for applications: **Tuesday, 31st January 2023.**

Applications that consist of more than one document, are not submitted as a PDF document or do not reach both e-mails will not be considered. Only shortlisted candidates will be notified.

For questions don't hesitate to send an e-mail to salam.alzahrn@kas.de or to call our office.

Your Responsibilities & Tasks

A. Responsibilities

The PK reports to the director of the program and shall

- Independently manage/coordinate projects for the regional Rule of Law Programme North Africa & Middle East
- Support and strengthen the regional outreach of the Programme and its output in both events, networking and publications

B. Tasks

The PK performs the following tasks:

1. Professional advisory services

The PK:

- Plans, coordinates, and develops project activities of the regional Rule of Law Programme North Africa & Middle East, and ensures their implementation in close consultation with partners.
- Conducts research on legal topics with a comparative perspective and drafts agreements, periodical articles, fact sheets, briefings and reports, edits research papers for publication, manages the homepage of the Programme.
- Organizes and participates in official events, meetings, workshops, delegation visits and other events on topics in the program's field of activity.
- Monitors project progress, including administrative and financial reporting, prepares and reviews reports and documents related to project activities and responsibly files project related documents, agreements and reports in the administrative system.
- Contributes to the regular planning updates.
- Manages and prepares the content of the Online KAS social media platforms and the office website).
- Travels nationally and abroad, as required by the director, office measures and project requirements.
- Communicates with KAS partners, KAS Offices and KAS Headquarters in Germany and in the MENA region to ensure effective coordination of activities.

2. Networking, cooperation and knowledge management

The PK also:

- Ensures cooperation, regular contact, and dialogue with partners and other KAS offices in the region; carries out PR work and cooperates with local communities, relevant organizations, non-governmental agencies and individuals in the project/program environment and with other projects to improve and maintain good working relationships
- Contributes to the updating and following up of the website of KAS Rule of Law Programme Middle East & North Africa.
- Communicates local interests and efforts, forwards these and encourages sharing ideas and information for the benefit of the project/program.
- Draws up reports and presentation documents.
- Formulates appropriate input for various project/program reports including annual reports, and contributes to the other reports required by the director.
- Conducts research activities and studies on political issues that benefit the program/project.

3. Management, coordination and additional tasks

Finally, the PK also:

- Is responsible for project planning and develops project concepts and strategies, as well as ensuring implementation.
- Coordinates and prioritizes relevant project activities at the local level in cooperation with the partners (and other KAS offices, if any), both as regards the organizational preparation and implementation of the activities.
- Monitors the project budget.
- Compiles the relevant information for activities and assignments.
- Files relevant documents related to the project/program according to KAS rules (i.e. in Fav2).
- Performs other duties and tasks at the request of the director.

Your Profile / Qualifications

We are looking for the following:

Qualifications & professional experience

- An advanced university degree, preferably in Law, or closely related field (e.g. Public Administration, International Relations);
- At least 5-7 years' professional experience, with at least 3 years' professional experience in a comparable position.

Other knowledge, additional competences

- Strong research capacity, knowledge in an area of law relevant to the program activities (focusing on constitutional law and jurisdiction, separation of powers, and/or human rights) is required; a publication record would be an advantage.
- Excellent writing skills.
- Previous professional experience, either as an academic or legal practitioner and/or comparable responsibility in a multi-national work environment; work experience in a German institution would be an asset.
- Ability to multi-task effectively and to produce high-quality written material under tight deadlines.

- Strong interpersonal skills in order to work collaboratively within KAS, as well as with external partners.
- Fluent written and oral knowledge of Arabic and English; ideally very good knowledge of French, as well as knowledge of German too.
- Very good working knowledge of ITC technologies (related software, phone, e-mail, internet etc.) and computer applications (e.g. MS Office).
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with the director/head of office.
- Readiness to join and be part of an optimistic and collegial team-spirit.

Foreign non-Lebanese nationals should be in possession of a valid work permit for Lebanon.

We look forward to your application!