

The Konrad-Adenauer-Stiftung e.V. has more than 1500 employees worldwide and is active in the areas of political education, consultancy and development policy, as well as research and the promotion of academic excellence.

The European and International Cooperation (Hauptabteilung Europäische und Internationale Zusammenarbeit - EIZ), EU Projects Division, is seeking to recruit an

### **EU Projects Desk Officer - Berlin**

The following tasks await you:

- Acquisition of EU project funds for grant and tender projects, as well as further development of the EU project business in the field of external action and other EU programme lines relevant for the foundation
- Coordination and consultation with the regional departments in Berlin on applications and ongoing EU projects
- Organization and collaboration of the EU project application (narrative section, budget and log frame) together with the colleagues in Berlin and at the KAS office in Brussels, KAS offices abroad and their partner organizations, as well as external consultancies
- Contact person for the EU delegation/commission in EU project contract negotiations and conclusions
- Conception and implementation of kick-off workshops for project teams on-site
- Advising and supporting local project teams throughout the entire project duration in accordance with EU and BMZ (Federal Ministry for Economic Cooperation and Development) funding guidelines
- Assistance with official project reports to the EU (monthly reports, interim reports, final reports, etc.)
- Supervision of project audits by external auditors
- Internal training of KAS colleagues on the application procedure for EU project funds
- Support for the necessary accompanying documents for grant and tender applications

You should have the following qualifications:

- a completed academic university degree
- several years of experience in conception, consulting and contract management of EU-funded projects (EuropeAid or other EU programmes)
- experience working in development cooperation and an understanding of EU development policy
- proven experience in planning and managing EU grant and service contracts

- very good knowledge of German and English, knowledge of another relevant language (e.g. French) would be an advantage
- confident in negotiations with donors and partners as well as in consortium negotiations
- very good organizational skills, initiative and ability to work independently
- excellent communication skills and a team-oriented approach to work
- strong social and intercultural skills and enjoy working in an international environment

What we offer:

- a varied job in a dynamic and exciting team
- a full-time position initially limited to two years with the option of permanent employment
- remuneration according to TVöD-Bund (tariffs for German civil service employees) up to pay group 13, annual bonus, company pension scheme (VBLU) from the 2nd year of employment, possibility to purchase a 'Jobticket' for public transport, at a reduced rate
- business trips to the project countries
- work in an international environment
- an interesting job with autonomy in the scope of the position
- work-life balance: regular working hours with flexible start and end times, mobile working solutions, compensatory time off
- further training opportunities for professional and personal development
- offers within the framework of company health management
- a modern workplace in the heart of Berlin with good transport connections

You can find out more about us at [www.kas.de](http://www.kas.de).

We look forward to receiving your application by **18.05.2022**, please apply by submitting your application via <https://interamt.de/koop/app/stelle?0&id=801359> (Vacancy ID. 801359)

We believe in equal opportunities and a family-friendly environment. Applications from people with disabilities will be given special consideration if they have the same qualifications.