



August 2025



Vacancy Announcement

Project Manager

The Konrad-Adenauer-Stiftung (KAS) is a German political foundation and non-profit organization that supports democratization processes, rule of law, and political dialogue worldwide. The position of **Project Manager** has opened up in its New York office, which seeks to strengthen multilateralism and works closely with the UN system and like-minded organizations.

Project Management and Analysis

The Konrad-Adenauer-Stiftung New York Office serves as platform for dialogue with different stakeholders on multilateral issues. Our key thematic areas are peace & security (counter-terrorism, peacekeeping/peacebuilding, emerging technologies), multilateralism & global governance (future of multilateralism, small- and medium-sized states, global partnerships), and the 2030 Agenda (private sector engagement, rule of law).

The responsibilities of the Project Manager encompass:

- Conceptualization, planning, budgeting, implementation, follow-up, as well as monitoring and evaluation of activities focusing on our core areas.
- Documentation of projects and activities in the electronic project management system.
- Monitor issues and developments, as well as UN policies and processes, relevant to work portfolio and in the organization's thematic areas.
- Researching, writing, and copy-editing policy briefings, articles, studies, and event reports in the related thematic areas for publication or internal dissemination.
- Updating the website and social media accounts of KAS in relation to projects and activities on a regular basis.
- Liaison with partners from the UN, UN agencies, Member States, NGOs, academia, think tanks, private sector, and civil society organizations.
- Cooperation with the Finance and Human Resource Manager on project- and budget-related questions.
- Reporting regularly to the Executive Director on the status of implementation of projects.
- Management of interns.

Your ideal profile:

- Master's degree or equivalent in International Relations, Political Science, Economics, Law, or similar relevant field.
- Strong interest in multilateral processes and institutions. Familiarity with and experience with the United Nations Headquarters in New York is an asset.

- At least two years of professional experience in international affairs, ideally at the United Nations, a Permanent Mission to the United Nations, or a think tank or NGO dealing with international issues.
- Excellent command of English, knowledge of German an advantage.
- Impeccable research, writing, and analytical skills.
- Elaborate sense of responsibility and proven track record of project management.
- Excellent organizational 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.
- Solutions-oriented with a hands-on personality.
- Proficiency in MS Office; experience with creating content for social media platforms.
- Candidates must be a U.S. citizen or U.S. work permit (sponsorship is not available).

What we can offer:

- Work in an international environment and work closely with experts and partners on the field
- Training opportunities
- Small and dynamic team
- Salary Range 70,000-72,000 USD
- Excellent healthcare (including dental & vision)
- Employer-paid short- and long-term disability
- 401K and employer match
- Vacation and sick leave

Please, submit your application (cover letter, CV incl. 3 references) no later **than 25th of August 2025** to: kas-newyork@kas.de