

Konrad Adenauer Foundation is looking for a Project Coordinator

**to support its Rule of Law Program for Anglophone Sub-Saharan Africa
based in Nairobi, Kenya.**

The Konrad-Adenauer-Stiftung (KAS) is a German political foundation associated with the Christian Democratic Union of Germany (CDU). KAS is committed to fostering democracy and the rule of law, to implementing social and market-economic structures and to promoting human rights. KAS is funded by the German Government and currently hosts around 200 projects in more than 100 countries worldwide. The work is implemented via 80 field offices, including 17 offices in Sub-Saharan Africa.

The KAS Rule of Law Program for Anglophone Sub-Saharan-Africa has been actively promoting the rule of law, democracy and human rights in the region since its foundation in 2006. It maintains a strong regional network of high-ranking legal experts and practitioners and creates a platform for an in-depth exchange on best legal practice as well as the advancement of the rule of law and human rights throughout the region. Core fields of the Program's activities are the fight against corruption, international criminal law, environmental law, constitutional law and human rights law.

Your Responsibilities:

- Generating content as well as organizational planning, implementation and follow-up of activities of the Rule of Law Program
- Drafting of concept notes as well as budget planning for activities
- Drafting of contracts with partners and service providers
- Monitoring and evaluating project activities
- Supporting the research and publication undertakings of KAS through the identification of research topics, authorship and/or review of publication texts
- Developing ideas for future activities, regarding content as well as project formats
- Managing regular communications with program partners, participants and other stakeholders and maintain network database
- Regularly undertaking research and preparing analyses on major developments (legal, political, social or economic) relevant to the KAS Rule of Law Program's portfolio
- Coordinating and enhancing overall visibility and outreach activities, including maintenance and administration of website and social media updates
- Representing KAS in external functions and events
- Other duties may be assigned

This position requires extensive traveling in Sub-Saharan Africa, including weekends and weeknights.

Your profile:

- A university degree (preferably a Master's degree) in Law
- At least three years of working experience, preferably in International Organizations in Sub-Saharan Africa
- Demonstrated experience in program coordination and project implementation, preferably in Sub-Saharan Africa
- Good knowledge of Public International Law especially with regard to Human Rights and/or International Criminal Law and/or Environmental Law; good knowledge and understanding of Constitutional Law
- Fluency in English; knowledge of German would be an asset
- Excellent communication skills
- Excellent writing skills
- Excellent social media skills, affinity for IT and new technologies
- Excellent command of Microsoft Office package
- Experience in interacting with international project partners and official stakeholders
- Ability to quickly understand complex contexts, to work in multicultural teams and to resolve problems in a structured and solution-oriented way
- High degree of flexibility and commitment
- High degree of political sensitivity
- Excellent organizational skills
- Ability to work independently
- Proactive and creative approach with regard to new project ideas and project implementation

Foreign nationals should be in possession of a valid work permit for Kenya.

How to apply:

Candidates should send their application, including a list of two references, in a single PDF document via email to inez.odongo@kas.de .

Deadline for applications: **12 April 2021**

Applications that consist of more than one document or are not submitted as a PDF document will not be considered. Only shortlisted candidates will be notified.