

Call for Applications

July 2020

Project Coordinator

The Regional Program Political Dialogue South Mediterranean is looking for a Project Coordinator to complete our team based in Tunis.

Tasks:

- In coordination with the director: planning of content and organisational measures and implementation domestically and abroad; (In addition e.g. also correspondence, selection of speakers, organisation of travel and stay, updating of draft programmes, preparation of speaker assignment sheets, preparation of fee agreements, conference folders, etc.)
- In coordination with the director: Participation in comprehensive project monitoring (e.g. by providing reports, etc.)
- Creation of project-related letter and invitation drafts for the director; creation of project-related speech drafts for the director
- Accompanying visitor trips and accompanying delegations domestically and abroad, even over several days
- Contact management to all relevant actors (e.g. partner organisations, social multipliers, media representatives, etc.)
- Preparation and management of complete project files according to KAS guidelines
- Support of the accounting department by prompt and complete delivery of the project relevant vouchers and documents according to the KAS guidelines

Requirements:

Qualifications & Skills

- Master degree in international relations, political/social science or a related field
- Strong coordination and communication skills to link all aspects of the project
- Excellent English and Arabic command - both orally and in writing
- Good skills in drafting reports
- Experience in the region will be an asset

Professional Experience

- Work experience in institutional, political and business related communication
- Relevant experience in information management, communication, marketing and public diplomacy
- Experience in working with governmental, economic and civil society institutions
- Good knowledge of the EU and its policies
- Proven knowledge and experience with cooperation/development project management procedures are an advantage

Application Procedure:

Please send your complete application, including (1) a **motivation letter** and (2) a complete **CV** before **Sunday, July 26, 2020 at 00:00 a.m.** to info.poldimed@kas.de (subject: "Project coordinator")