

Call for Applications

January 2022

Project Coordinator

The Regional Program Political Dialogue South Mediterranean of the Konrad-Adenauer-Stiftung (KAS PolDiMed) 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.), 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, government institutions, media representatives, etc.), participation at international conferences
- 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 command - both orally and in writing
- German and/or French language skills are a relevant additional qualification
- 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, moderation, marketing and public diplomacy
- Experience in working with governmental, economic and civil society institutions
- Good knowledge of the EU and its policies as well as of the MENA region
- Proven knowledge and experience with cooperation/development project management procedures are an advantage

What we offer

- A working environment in a dynamic team with room for personal responsibility and a strong team spirit
- An international network and opportunities for regular international travels
- Further training opportunities, including language courses
- Very good remuneration in the local context

Application Procedure:

Please send your complete application, including (1) a **motivation letter** and (2) a complete **CV** before Sunday, January 23, 2022 at 00:00 a.m. to info.poldimed@kas.de (subject: "Project coordinator")