

Call for Applications

January 2022

Research Associate

The Regional Program Political Dialogue South Mediterranean of the Konrad-Adenauer-Stiftung (KAS PoDiMed) is looking for a Research Associate to complete our team based in Tunis.

Tasks:

- Creation of project-related policy briefs and background information, creation of internal and public articles on current developments in the Southern Mediterranean region (preferably in German and English)
- Creation of project-related letter and invitation drafts for the director; creation of project-related speech drafts for the director, proof-reading of texts and coordination as well as supervision of scientific studies
- 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.), participation at international conferences and moderation of panel discussions in English
- 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.)
- 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
- Academic knowledge of the MENA region, proof of publications on relevant topics
- 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 and academic articles

Professional Experience

- Work experience in academia or related international organisations
- Relevant experience in information management, moderation and text creation
- 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
- Academic involvement with the region, evidence of own scientific work
- 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
- Possibility to write and publish your own texts on the region
- An international network and opportunities for regular international travels and participation at conferences
- 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** and (3) **a previously written scientific text on a topic related to the Southern Mediterranean region** before Sunday, January 23, 2022 at 00:00 a.m. to info.poldimed@kas.de (subject: "Research associate")