



## **Call for Applications**

Project Manager – Regional Programme Gulf States

Location: Amman, Hashemite Kingdom of Jordan

Start date: June 2026

Konrad-Adenauer-Stiftung (KAS) is currently seeking a **Project Manager** to join its **Regional Programme Gulf States** based in **Amman, Jordan**.

### **About Konrad-Adenauer-Stiftung (KAS)**

Konrad-Adenauer-Stiftung (KAS) is a German non-profit political foundation and one of the leading think tanks worldwide. It is affiliated with Germany's largest political party, the Christian Democratic Union (CDU), headed by the current German Chancellor, who also serves as a member of the Foundation's Board. KAS operates more than 100 offices worldwide and employs over 1,600 staff members.

Since 2009, KAS has been active in the countries of the Gulf Cooperation Council (GCC) and Yemen. The Regional Programme Gulf States aims to strengthen mutual understanding and cooperation between the region and Europe. KAS serves as a networking platform and political consultancy, cooperating with stakeholders from parliaments, governments, public administrations, research institutions, business, media, as well as youth and women. Each year, the programme implements approximately 20 conferences, workshops, and seminars and produces a range of publications. Its work focuses on three main thematic areas:

- › Economic transformation and social development
- › Civil society cooperation
- › Political and security dialogue within the region and between the GCC, Yemen, and Europe

### **Position Overview**

The Project Manager will be based in the KAS office in Amman and will report directly to the Director of the Regional Programme Gulf States. The position is full-time and offered as a one-year contract, renewable subject to performance and funding.

### **Key Responsibilities**

The Project Manager will be responsible for the full management of KAS projects, including:

- › Planning, organising, and implementing conferences, workshops, and seminars in the Gulf
- › Monitoring, evaluation, and documentation of projects
- › Developing project concepts, contracts, budgets, and financial documentation in coordination with partners
- › Liaising with the KAS network, identifying and inviting speakers, trainers, and participants, and following up with them

- › Arranging meetings for delegation visits, assisting political visitors and study groups during trips to the Gulf
- › Developing concepts for studies, reviewing and editing research by external authors, coordinating layout and publication processes
- › Preparing reports for the KAS website and annual evaluations
- › Managing social media communication related to programme activities

### **Required Qualifications and Skills**

Applicants should meet the following criteria:

- › Oral and written fluency in **English and Arabic** is required; **German** language skills are an asset
- › A **Bachelor's degree** (or higher), preferably in political science, social sciences, or a related field
- › Strong **project management** and **organisational skills**, with excellent attention to detail
- › Strong communication and writing skills; proficiency in **Microsoft Word and Excel**
- › Ability to work in a team and a strong aptitude for networking

Applicants must be willing **to travel extensively throughout GCC countries**. Prior experience in project management and/or solid knowledge of the Gulf region would distinguish a prospective candidate. Applicants with a **research background** may also, as part of the position, conduct background research, and co-author publications and reports.

### **What We Offer**

KAS offers a dynamic and open working environment, a competitive salary, and private health insurance. The position includes opportunities for further professional training, particularly in the German language and the perspective for long-term employment at the KAS Regional Programme.

### **Application Procedure**

Interested candidates are invited to submit the following documents in English:

- › A curriculum vitae
- › A cover letter outlining their motivation and suitability for the position
- › Copies of relevant certificates or degrees (e.g. university degree, proof of prior employment)

Applications should be sent by email to **[gulf@kas.de](mailto:gulf@kas.de)** no later than **26 April 2026**.

Only complete applications received by the deadline will be considered.