

Konrad-Adenauer-Stiftung (KAS) is currently looking for a

Project Manager

to work at its Regional Programme Gulf States in Amman, Hashemite Kingdom of Jordan, beginning 01.05.2023.

Konrad-Adenauer-Stiftung (KAS) is a German non-profit political foundation and one of the leading think tanks worldwide. We are affiliated with Germany's largest political party, the Christian Democratic Union (CDU), of former Federal Chancellor Angela Merkel, who also serves as one of the Foundation's board members. KAS operates 113 offices worldwide, employing more than 1,600 people.

Since 2009, KAS has been active in the countries of the Gulf Cooperation Council (GCC) and Yemen. Its main objective is to improve mutual understanding between the region and European countries. KAS sees itself as a networking hub and political consultancy partnering with stakeholders in parliament, government, and the administration as well as research, business, the media, and especially the youth and women. It implements some 20 conferences, workshops, and seminars as well as various publications each year. In the Gulf region, we engage in three main areas: economic transformation and social development, civil society cooperation, and political and security dialogue within the region and between the GCC, Yemen, and Europe.

KAS is currently looking to hire a project manager for its office in Amman, who will undertake the following tasks:

- › Full management of KAS projects which span from organising conferences, workshops, and seminars to delegation visits and implementing publications
- › Monitoring, evaluation, and documentation of the projects
- › Development of concepts, contracts, and budgets of projects in coordination with partners
- › Liaising with the KAS network, identification and invitation of speakers, trainers and participants in the projects as well following up with them
- › Traveling to the Gulf region to attend events held by partners or organised by KAS and writing reports about them for the KAS website and/or for its annual evaluation

Applicants to this job should bring the following qualifications:

- › Oral and written fluency in English and Arabic
- › At least an under-graduate (bachelor's) degree, preferably in the fields of political and social sciences
- › Strong project management and organisational skills, as well as excellent attention to detail
- › Strong communication and writing skills, proficiency in Microsoft Word and Excel
- › Aptitude to network and strong team-working skills

Applicants must have Jordanian nationality and be willing to travel extensively throughout the GCC countries, especially Saudi Arabia and Qatar. A past experience in project management, knowledge of the Gulf region, and knowledge of German are all assets. If applicants have a research background, there is also a possibility to edit studies, conduct research for publications and co-author reports within this position, if required.

KAS offers a dynamic, open work environment, a competitive salary, and private health insurance for its employees. The position entails possibilities for further training, especially in the German language.

To apply, please send an English resume and a cover letter to mohammad.yaghi@kas.de until 01.04.2023, explaining why you think you are the right candidate for this job.