

Call for Applications

Project Manager

The Regional Program Energy Security and Climate Change Middle East and North Africa of the Konrad-Adenauer-Stiftung (KAS-REMENA) is looking for a Project Manager to complete our team based in Rabat, Morocco.

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.

KAS-REMENA through its activities works to strengthen dialogue and cooperation on sustainable development, enhance resource and energy security, address the challenges posed by climate change and its consequences, and support strategies for energy transition and climate change adaptation in the MENA region. Another aim is to foster dialogue and cooperation between the region and Europe on topics related to energy and climate.

Mission and responsibilities:

- Conceptual and organizational planning, implementation and follow-up of REMENA activities (such as conferences, workshops, delegation visits and publications) in the MENA region and Europe;
- Coordination with project partners (governmental and non-governmental organizations, academic institutions, think tanks, businesses, etc.) to develop concepts, contracts, and budgets for the implementation of projects;
- Procurement and contact with service providers following KAS guidelines;
- Communication with participants and guidance before and during the events (identification and invitation of speakers, visa applications, travel arrangements, etc.);
- Documentation of project activities and regular reporting according to KAS guidelines, including preparation and filing of documents on the internal platform and support of the accounting department by delivery of project relevant financial documents;
- Support in the preparation of presentations, speeches and other relevant documents for the director;
- Preparation of project-related content for the trilingual KAS-REMENA website (content in English, French and German) and social media accounts.

Profile and qualifications:

- BA or MA in political, social or environmental sciences, or other relevant fields with a minimum of 1 year of relevant work experience in project management;
- Language proficiency (written and spoken): French, English and Arabic, German is a plus;
- Strong political awareness and cultural sensitivity, particularly concerning the MENA region and EU-MENA relations;
- Strong sense of responsibility for your work and excellent attention to detail;
- Ability to work with diligence, conscientiousness and reliability;
- Ability to work independently and meet deadlines;

- Ability to work in a team with cohesion and efficiency;
- Proactive nature, ability to manage several tasks at the same time and problem-resolution skills;
- Ability to act in accordance with the values of integrity and responsibility required by KAS;
- Interest in the subjects worked on by KAS-REMENA;
- Willingness to adapt and learn;
- Willingness to travel within the MENA region and Europe;
- Permission to work in Morocco;
- Professional experience in an international organization / NGO, especially on a regional level, is an asset.

What we offer:

- Work as part of a young and motivated team
- Opportunity to travel within the MENA region
- Possibility to build up international network
- Permanent contract (CDI) after probation period
- Competitive salary (including 13th monthly salary)
- Possibility of registering for pension fund (CIMR)
- Possibility for German language courses

How to apply?

Please send your detailed CV and a cover letter in English in PDF format to info.remena@kas.de before **Sunday, 22 October 2023**, specifying "Project Manager" in the subject line of your email. Additionally, please indicate the contact details of at least one reference, ideally of previous manager. Please note that only short-listed candidates will be contacted.