



## Job Announcement:

# Project Coordinator / Tunis

Konrad-Adenauer-Stiftung, a non-profit German organization is in search of a Project Coordinator for its Regional Program "Political Dialogue and Regional Integration South Mediterranean" based in Tunis.

### Responsibilities:

- Conceptual as well as organizational planning and implementation of activities of the Regional Program Political Dialogue South Mediterranean
- Administer project work plans, budget, schedule, and revise according to changing needs and requirements
- Work with governmental and non-governmental organizations, academic institutions and Think Tanks to implement projects
- Manage regular communications with program partners and participants and maintain database
- Regular reports on project related political, economic and social developments in the region
- Represent Konrad-Adenauer-Stiftung at meetings and outreach events
- Coordinate overall visibility and outreach related to assigned projects, including website and social media updates and the creation of materials
- Document project activities and submit regular reports

### Preferred Qualification:

The ideal candidate will be experienced in working with non-profit development projects and in management. This position requires frequent travel around the Mediterranean Region, including weekends and weeknights.

- Master degree in social sciences or related field or equivalent experience
- Demonstrated experience in project coordination and in working with a non-profit team
- Strong interest and good knowledge of political, economic and social developments in Middle East/North Africa region and Europe
- Must be detail-oriented, enthusiastic, and capable of meeting challenges and deadlines
- Highly organized with proven organizational skills
- Excellent written and verbal communication skills
- Proficiency in MS Office, with a high level of skill using Excel, and Adobe software products
- Very good oral and written command of English and French. Knowledge of German is an advantage

### To Apply

Qualified individuals should email to [info.poldimed@kas.de](mailto:info.poldimed@kas.de) (subject line "Project Coordinator") following documents: a cover letter that explains why this position aligns with your previous experience and career goals, a CV with photo.

The position is to be filled at the earliest possible date. The deadline for applications is **2 July 2017**.