

## Job Announcement:

### Project Coordinator (m/f/d) on a part-time basis

The Konrad-Adenauer-Stiftung (KAS), a German non-profit organization, works nationally and internationally to promote peace, freedom, justice, and prosperity. The Regional Programme Political Dialogue Asia based in Singapore herein aims to contribute to the strengthening of regional integration, global governance and international dialogue among Asian countries as well as between Europe, Asia and Australasia.

For our activities & projects between April and June we are looking for additional support in the area of security policy/multilateralism to facilitate the planning, budgeting, implementation and evaluation of several events. The Project Coordinator will be employed on an honorary basis of 20 hrs per week for the duration of three months.

### Required Qualifications, Experiences, Skills:

- Minimum bachelor's degree in social science, political science, management, or other related fields. Master's degree is a major plus.
- At least 3 years of relevant work experience in project planning, budgeting, and implementation. Handling of public funds coming from German ministries (BMZ, AA) is an asset.
- Good knowledge of (and ideally connection to) Think Tanks and Research Institutes in Southeast Asia in the realm of security policy and regional integration (ASEAN).
- Fluency in English. German language is an advantage.
- Good organizational and interpersonal skills as well as service-minded attitude.
- Ability to multitask and prioritize tasks effectively.
- Identification with the background and values of KAS.
- Willingness to travel for conferences in the Asia-Pacific Region. Applicant ideally located in close vicinity to Singapore.

### KAS offers:

- A varied area of responsibility in an international environment.
- An appropriate remuneration with regard to the requirements.
- Flexible working arrangement (remote work, unless for conferences).
- Integration into the wide KAS network worldwide.

### Terms and conditions:

- Timeline: Start 1<sup>st</sup> of April until 30<sup>th</sup> of June (extension tbd)
- Workload approx. 20 hours per week
- Only short-listed candidates will be contacted for interview.

Please send your application in English by **March 11, 2024** (including CV, letter of motivation, scans of certificates) to:

Mr. Andreas Klein [Politics.Singapore@kas.de](mailto:Politics.Singapore@kas.de)