

The Konrad-Adenauer-Stiftung (KAS), committed to promoting peace, freedom, justice, democracy and sustainable economic development, pursuing a deeper regional outreach, is offering the position of a

Program Manager for the Rule of Law Program Middle East & North Africa

The Program Manager shall, under the guidance of the Head of Office,

- independently manage projects for the regional Rule of Law Program North Africa & Middle East
- support and strengthen the Program's activities across the region

Tasks and Duties

The Project Manager

- plans and develops project activities of the regional Rule of Law Program North Africa & Middle East, and ensures implementation in close consultation with partners
- monitors project progress, including financial reporting, reviewing reports and documents
- organizes and participates in official events, meetings, workshops, seminars, delegation visits and other events related to the program's area of activity and region
- provides professional advice to partners in cooperation with experts and stakeholders, and capacity building, peer-to-peer learning and direct technical support
- drafts periodical articles, fact sheets and reports, updates the homepage of the Program
- gives support to all activities under the Programs by proposing and conducting relevant research and analysis
- identifies new areas of engagement and programming across the region more widely through engaged discussions with key stakeholders and national partners
- represents the KAS Rule of Law Program at events and through collaboration with partners and other organizations
- communicates with KAS partners, KAS Offices and KAS Headquarters in Germany and in the MENA region

Your profile:

- a university degree, preferably in Law, Political Science, or Middle Eastern Studies
- 3-5 years of professional experience, including previous experience in project management and/or comparable responsibility in a multi-national work environment

- strong analytical, organizational and writing skills
- wide interest in history, state institutions, and the political development in the region
- very good command of English, good knowledge of Arabic, French and/or German language would be an asset
- capability and willingness to work independently and travel
- proven team work record and IT skills

We offer:

- collaboration in a dedicated and flexible international team
- The chance to contribute and help shape an international cooperation program in a field of current and growing significance
- a full-time contract according to Lebanese law
- a remuneration appropriate to the work assignment

Experience required:

- 3 to 5 years

Education degree: Masters Degree **Field of education:** A university degree, preferably in Law, Political Science, or Middle Eastern Studies

LANGUAGES

Arabic: Good **English:** Excellent **French:** Good

Period:

Salary:

Submission guidelines: To apply, please submit an application, cover letter, resume and 2-3 references by July 22nd, 2017 to: Dr. Anja Schoeller-Schletter, E-Mail to info.beirut@kas.de

Cover letter required? Yes

CONTACT INFORMATION

Dr. Anja Schoeller-Schletter

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