

Konrad Adenauer Foundation (KAS) is looking for a Project Assistant

to support its Security Sector Reform Program based in Abuja, Nigeria.

The Konrad-Adenauer-Stiftung (KAS) is a German political foundation associated with the Christian Democratic Union of Germany (CDU). KAS is committed to fostering democracy and the rule of law, social market-economy, good governance and human rights around the globe. KAS is funded by the German federal government and currently hosts around 200 projects in more than 100 countries worldwide. The work is implemented via more than 100 field offices, including 18 offices in Sub-Saharan Africa.

The KAS Security Sector Reform Program (SSR) is funded by the German Federal Foreign Office and has been actively assisting the security sector reform in Nigeria through seminars, trainings, information and dialogue programs for the Nigerian security agencies and related governmental and non-governmental institutions as well as the legislature and judiciary since its start in 2016. It aims to strengthen all branches of government with regard to security, especially strengthen the capacities of Nigerian security personnel and enhance the interdepartmental as well as interagency collaboration between agencies, parliaments and ministries. Its objectives are to contribute to reforms of the security sector through legislative actions, the development of regulatory frameworks and restructurings as well as to increase trust and confidence of Nigerian citizens in the security forces.

Your Responsibilities:

- Implementation and follow-up of activities of the Security Sector Reform Program.
- Organizing all technical necessities for the activities of the SSR program under supervision of the program manager and the KAS Country Representative (e.g. booking of hotels, event halls, food, acquiring pro-forma invoices, accommodating resource persons, preparing individual program outlays and invitations etc.).
- Assisting the program manager in post-processing of interventions (e.g. invoice checks, evaluations, gratitude letters etc.).
- Writing activity reports for KAS internally and for the webpage of KAS and other social media networks which relate to the SSR program (this includes the maintenance and updating of KAS online media, KAS webpage, KAS Facebook, etc.).
- Conducting event-specific communications with program partners, participants and other stakeholders and support the extension of the KAS professional network.
- Enhancing overall visibility, including maintenance and administration of website and social media updates.
- Representing KAS in external functions and events.
- Other duties may be assigned.

This position requires extensive traveling within Nigeria, including weekends and weeknights.

Your Profile:

- A university degree in a related field.
- At least two years of working experience, preferably with the Nigerian legislature or executive or with an international organization.

- Proven experience in project implementation.
- Good knowledge of the Nigerian political landscape and the Nigerian security sector.
- Fluency in English; knowledge of German would be an asset.
- Demonstrated communication and writing skills.
- Excellent social media skills, affinity for IT and new technologies (including excellent command of Microsoft Office Package).
- Experience in interacting with high-ranking national and international project partners and official stakeholders.
- Ability to quickly understand complex contexts, to work in multicultural teams and to resolve problems in a structured and solution-oriented way.
- High degree of flexibility and commitment.
- High degree of political sensitivity.
- Demonstrated organizational skills with a sense for protocol.

Foreign nationals need to be in possession of a valid work permit for Nigeria.

Conditions:

The employee would be hired under a temporary honorarium agreement to work for KAS until 31st December 2024 as a program manager for the SSR program of KAS in Nigeria. The program will have to be finalized by 31st December 2024.

How to apply:

Candidates should send their application, including a list of two references, in a single PDF document via email to Marija.Peran@kas.de.

Deadline for applications: **2 September 2024, 12 pm.**

Applications that consist of more than one document or are not submitted as a PDF document will not be considered. Only shortlisted candidates will be notified.