

Call for Applications

January 2024

Team Assistant

The Regional Program Political Dialogue South Mediterranean of the Konrad-Adenauer-Stiftung (KAS PoDiMed) is looking for a team assistant to complete our team based in Tunis for the next possible date.

Tasks:

- In coordination with the director: Overview of all project-related measures in the office.
- Work closely and cooperatively with all team members, especially the program managers, research associate and accountants.
- Logistical preparation and, if necessary, monitoring of all actions of the program. Flight bookings, reservation of accommodation and logistics for events.
- Office organization, especially telephone switchboard, e-mail correspondence and postal traffic.
- Acquisition and contact with service providers.
- Manage team member leave requests and insurance procedures.
- Contact with external service providers and participants as well as partners of the Foundation in the administrative area.
- Support in project organization (implementation and follow-up) in cooperation with the project coordinators, and auditing in cooperation with the accountants.
- Appointment organization and correspondence of the director.
- Ensure administrative operations of the office, in particular obtaining comparative offers and preparing award protocols.
- Maintain participant lists and other verification documents in the Foundation's electronic management system.
- Other administrative duties may be added as agreed upon by the director.

Requirements:

Qualifications & Skills

- Degree in office management or project management or a related field, professional experience in international organizations or private sector preferred.
- Strong coordination and communication skills to link all aspects of the project (proficiency in MS Office computer software, strong time management skills, productivity and efficiency in working with minimal supervision, problem-solving skills and ability to work under pressure).
- Excellent English, French and Arabic command - orally and in writing.

- Proficiency in the German language is a relevant additional qualification.
- At least two years of professional experience in a comparable position.

Professional Experience

- Work experience in institutional, business-related organizations.
- Relevant experience in administrative duties and coordination in a challenging environment.
- Experience in working with governmental, economic, and civil society institutions.
- Proven knowledge and experience with cooperation/development project management procedures are an advantage.
- Strong sense of ownership and effective work ethic.

What we offer

- A working environment in a dynamic team with room for personal responsibility and a strong team spirit.
- An international network and opportunities for personal and professional growth.
- Further training opportunities.
- Very good remuneration in the local context.

Application Procedure:

Please send your complete application, including (1) a **motivation letter** and (2) a complete **CV** before Friday, February 16, 2024, at 24:00 to the interim Director of KAS PolDiMed, Dr. Malte Gaier, to malte.gaier@kas.de (subject: "Team assistant")