

Job Opening: Project Officer Iraq

from 1 May 2021 or later, elbarlament GmbH is looking for

a project officer (salary based on TvöD BUND)

based in Berlin

Part-time (50%) until 31 December 2021. An extension of the contract is possible, depending on performance.

Job Description:

elbarlament is an independent and non-partisan organisation of experts in the field of international democratisation and political education, with particular expertise in the areas of capacity building for parliaments, governments and civil society organisations.

elbarlament has been active in Iraq since 2016 in various projects on the advancement of women and the dialogue between civil society actors and political decision makers. More information about elbarlament's projects in Iraq can be found on our website: <https://elbarlament.org/projects-in-iraq/>

The project officer will work together with the project manager in the cultural project “Female artists: Creators of Social Change”, which is implemented by elbarlament in Iraq and comprises film-related workshops, an exhibition and a festival. The job includes, among other tasks:

- Documentation, financial controlling and reporting of all project expenditures as well as financial and content-related reporting and preparation of requests for funds to the donor
- Supporting the project manager with research and actively participating in project design and continuous adaptation
- Building and maintaining good relations with relevant actors and institutions in Iraq;
- Identification and selection of and communication with project participants and ensuring fluent communication with them throughout the project;
- Identification, selection and monitoring of experts and trainers for the project and supporting them in the conception of working groups and other training measures;
- Administrative management of the project (budget planning, controlling and contract preparation)
- Active participation in project-related workshops and events

- Organization of virtual and face-to-face workshops and events
- Supporting the project manager with public relations, online visibility and coordinating the alumni work

What we offer you:

- A competitive remuneration based on TvöD BUND;
- A position with a high degree of independence in an innovative project;
- Training opportunities;
- An opportunity to actively shape work processes;
- Flexible working hours and remote working options (after consultation with management).

Requirements:

- University degree in a relevant field (e.g. political science, international relations, gender studies, cultural management);
- Proven expertise in at least one of the following (or similar) areas: cultural management, women empowerment, human rights, democracy support;
- Excellent knowledge of the political and social conditions in the MENA region (knowledge of Iraq in particular is desirable);
- At least two years of experience in the financial and technical management of international projects in the field of development cooperation, Human Rights, democracy support, cultural promotion or similar areas;
- Language skills: fluent in spoken and written English and Arabic, knowledge of German is a plus;
- Willingness and ability to undertake regular business trips to Iraq.

Selection procedure:

Please send your letter of motivation and your CV electronically and in one file (pdf) to film@elbarlament.org. The deadline for sending applications is 20 April 2021. Please do not send your documents by post. Only applications sent electronically to film@elbarlament.org will be considered. Due to the expected large number of applications, we will only contact those candidates who will be invited for an interview.

Applicants should be available for an interview from 26 April onwards. Depending on the situation, especially in the event of continued government-imposed restrictions on movement due to the coronavirus, the interviews will be held in Berlin or virtually. The expected starting date for this position is 1st May 2021 or later.