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www.elbarlament.org

Vacancy notice

elbarlament is hiring a **student assistant (m/f/d)** for our office in Berlin (Moabit) 20 hours/week

from 15 March 2023 until 30 January 2025

If you have experience in project management and you are interested in assisting us in managing our international projects in the MENA region, you can become part of our growing team in Berlin.

Elbarlament is a peacebuilding and democracy support organization, with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq).

Your tasks

- Assist project management in administrative and research tasks, tasks related to organizing capacity building workshops and information management.
- Assist project management with financial reporting (printing, checking and filing invoices, contracts and other financial documents related to project activities).
- Help in translation of documents.

Our requirements

- Enrolled at university for at least two semesters.
- Good working knowledge of Google Docs / Sheets and MS Word / Excel.
- Eye for details.
- Very good English and Arabic language skills (German is a plus).
- knowledge of budgeting
- Good communication skills.
- Good time management skills.

Please send your application with your motivation letter (maximum one page) and CV **in a single PDF/Word file** per email to [**recruitment@elbarlament.org**](mailto:recruitment@elbarlament.org). The expected starting date is as soon as possible.

The **deadline** for the application is **10 March 2023**. Therefore, we are screening the incoming applications on a rolling basis.

Please do not send your documents by post. Only applications sent electronically to [**recruitment@elbarlament.org**](mailto:recruitment@elbarlament.org) can be considered. Due to the large number of applications, we will only contact those candidates who are invited for an interview.