

## **Job Opening: Project Officer**

From October 2023, elbarlament is looking for

**an Project Officer (Part Time - 50%)**

Initially until February 2024

### **Job Description:**

Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth, promoting culture and protecting the environment. 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. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq). More information about our projects can be found on our website: <https://elbarlament.org/projects/>

The Project Officer will coordinate technical and administrative tasks in our "Women Talking Peace" project from Germany. The project "Women Talking Peace" aims to equally involve women in the building of an effective peace order and functioning state, as well as democratic and social structures in Iraq. The project officer will be responsible to organise and post process a regional network meeting on "Climate, Women and Peace" which will be implemented in Iraq.

The tasks of the officer include:

- identify and coordinate with actors in the field of climate, women and peacebuilding in the MENA region
- organise all logistics of the event (travels abroad and in land, hotel, visa for participants, venue, catering, translation)
- planning of content and format of the event
- implement and moderate the event on-site
- evaluate and post process the event
- responsibility of the financial management of the event (budget planning and financial documentation)
- responsibility of the (social) media coverage of the event
- All activities will be handled in close coordination with the project manager based in Germany as well as the Iraq team of the project and GIZ
- drafting of reports
- other ad hoc tasks related to the Women Talking Peace project

**What we offer you:**

- A competitive remuneration, EG 11.1 TVöD Bund
- A diverse and dynamic team
- Active participation in interesting and innovative projects
- The opportunity to actively shape work processes at elbarlament
- Flexible working hours and remote working options (after consultation with the management)

**Requirements:**

- University degree (Master or comparable degree) in the field of peacebuilding, security, international law, politics or similar
- Proven expertise in coordinating projects in the field of peacebuilding, democracy support, women empowerment or similar
- Proven expertise in event organisation
- Gender and conflict sensitivity
- Excellent communication skills in English and Arabic
- Very good knowledge of the Iraqi political and social context
- Availability to travel to and within Iraq

**Selection procedure:**

Please send us your letter of motivation and your CV in one file (pdf) electronically by **8 October 2023** to [recruitment@elbarlament.org](mailto:recruitment@elbarlament.org).

Applicants should be available for an interview between 9 and 13 October. The interviews will be held virtually. The expected starting date is 16 October 2023.

Please do not send your documents by post. Only applications sent electronically to the abovementioned email address can be considered. Due to the expected high number of applications, we will only contact those candidates who are invited for an interview.