



## VACANCY ANNOUNCEMENT

### Project Coordinator

Friedrich Naumann Foundation for Freedom (FNF), MENA Regional Office in Amman is looking for a Project Coordinator to join the Jordan team.

**Start Date: May / June 2022**

Full-time position

1-year contract with possibility of extension

Place of Work: Amman

**Please apply before May 7, 2022.**

#### Friedrich Naumann Foundation for Freedom (FNF)

The “Friedrich Naumann Foundation for Freedom” (FNF) is the German Foundation for Liberal Politics, being present in Jordan since 1974. We are a globally operating organization and promote the ideas of freedom and responsibility, tolerance and a social market economy. We conduct our work of civic education and political dialogue in both Germany and in 45 countries worldwide. With our activities, we promote citizens participation in political debates and democratic processes. We also provide scholarships for studies in Germany. FNF is an open laboratory of freedom and a global liberal think-tank. We operate with funds of the German Federal Government.

#### Project Coordinator - Role and Responsibilities

The Project Coordinator works in the planning, conceptualization, implementation and evaluation of activities in Jordan and in the related financial and administrative work. Our seminars and programmes are conducted in cooperation with Jordanian institutions.

The tasks include:

##### 1. Program Planning

- Annual planning of projects, concept notes for activities, coordination with partners, designing programmes, working with experts;



## **2. Implementation of Activities**

- Selecting of trainers, speakers and participants for events, logistical work, moderation of events, write event reports, ensure follow-up, ensure constant communication and public relations,

## **3. Evaluation and Analysis**

- Evaluation of activities, definition of next steps, briefing of colleagues, discuss and develop strategies, analyse political developments relevant to the project;

## **4. Financial Administration**

- Safeguard that projects comply with FNF's financial regulations, assist the accountancy department on project activities, monitor and adjust project budgets, do flight, hotel and other bookings, maintain permanently updated project files;

## **5. General Tasks and Special Assignments**

- Represent FNF towards institutions and partner organizations, provide translation Arabic–English, organize visits of political guests in the MENA region, assess project proposals.

## **Qualifications and Skills**

- University degree
- Experience in project management.
- Substantial knowledge of politics in Jordan and the MENA region
- Common values and principles with FNF
- Strong analytical skills coupled with planning and organizational skills
- Ability to multi-tasking and structured work
- IT skills
- Excellent communication and interpersonal skills
- Ability to work in a team and desire to learn new things
- Excellent English skills, both written and verbal.

## **Working Hours**

The working hours are 40 hours per week. The work can at times require presence at one of FNF's programs or activities during the weekend.

## **Application Documents required**

1. An updated resume highlighting past experiences in similar work.
2. A cover letter which explains your motivation for working with us



### 3. Your salary expectations.

Please send your documents to [amman@freiheit.org](mailto:amman@freiheit.org), [noemi.woltering@freiheit.org](mailto:noemi.woltering@freiheit.org) and [ulrich.wacker@freiheit.org](mailto:ulrich.wacker@freiheit.org) (email subject: Application Project Coordinator). Kindly note that applications without all documents will not be considered.

#### **Notes:**

- Assessment Evaluation of qualified candidates for this position may include a written test, which will be followed by an interview.
- Interviews will take place in the second week of May 2022 at the FNF office or online.