



Friedrich-Naumann-Foundation for Freedom's Global Innovation Hub is looking for a

Project Assistant (full-time)

Friedrich-Naumann-Foundation for Freedom (FNF) is a German non-profit organization that seeks to foster liberal values and political education in Germany and world-wide. Since its founding in 1958, FNF and its local partners have been working to strengthen democratic political and civic organizations, promote citizen participation, openness, and accountability in government. The foundation campaigns for freedom and to commit to the responsibility that goes hand in hand with it.

FNF's Global Innovation Hub moved to Taipei in 2021 to work on topics of innovation and digitalization.

We are looking for a qualified and committed new team member to:

- Provide administrative and operational support to achieve successful program implementation, guaranteeing quality, efficiency and effectiveness.
- Support program staff with research for projects, presentations, articles and reports
- Correspond with partner organizations as well as local and global vendors regarding administrative and other project related matters.
- Provide administrative and logistical support for workshops and other meetings and events, both online and offline.
- Contribute to our work with fresh and innovative ideas

Our ideal candidate has the following profile

- You are a Taiwan citizen or have the right to work in Taiwan without requiring employer sponsorship.
- You are fluent in English and Mandarin Chinese (spoken and written), German language skills are a strong plus.
- You have a Bachelor's degree in political or social science, technology or a related field, or have acquired an equivalent amount of significant work experience.
- You have a good sense and understanding for the local / regional political context, familiarity with Taiwan's NGO landscape is a plus.
- You have proficient computer skills and are comfortable with online tools.
- You work well in a team of diverse co-workers, and have great interpersonal communication skills.
- You identify with liberal values and are motivated to work in an international context.

We offer

- being part of a small, dynamic and motivated team
- an interesting international and intercultural work environment and networks
- 21 vacation days, options for flexi-time working and the option to work from home one day a week
- Monthly salary above 30,000 NTD, depending on experience and qualification

Please send your job application including CV, a motivation letter why you want to work with us, your **annual** salary expectations and earliest starting date to: anna.marti@freiheit.org. Deadline for submission is **3rd March 2024**. Shortlisted candidates will receive an invitation after **10th March 2024**.

Friedrich Naumann Foundation for Freedom (FNF) welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all applicants seeking employment and FNF employees. FNF makes employment decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, gender identity or expression, genetic information, or unemployment status. Additionally, harassment or discrimination based on these characteristics will not be tolerated at FNF.