

Job Announcement Programme Assistant

Heinrich Böll Foundation, a German organization close to the Green party, is currently offering a position in its Middle East Office (lb.boell.org) in Beirut:

Position: Programme Assistant at Heinrich Böll Foundation's Middle East office in Beirut, Lebanon

Working Time: 30 hours per week

Starting Date: 01.04.2018

Duties include:

- Assist in planning and implementing activities such as workshops, seminars or visiting programs, also in cooperation with local partners and the foundation's headquarters, its offices and project partners in other parts of the world
- Assist programme managers in monitoring and reporting related activities
- Assist with reporting, briefings and presentations
 - Undertake specific literature review, policy research and writing assignments in order to contribute to the production of strategic planning documents
- Represent the foundation in coordination with the director
- Develop and implement activities in consultation with the programme coordinators

Candidates should have the following qualifications:

- Bachelor in Social or Political Sciences or related field
- Analytical and factual grasp of regional politics, civil society and grassroots movements
- Interest in monitoring and evaluation
- **German** and English proficiency in written and oral communication required. French and/or Arabic are an asset

Please send a resume (CV) of no more than 2 pages and letter of interest **using the subject line ProgA 2018** no later than 10 March 2018 to the following Email: lb-trainee2@lb.boell.org