

Job Announcement Program Manager Culture and Politics

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: Program Manager at Heinrich Böll Foundation's Middle East office in Beirut

Working Time: 40 hours per week (5 days)

Starting Date: 01.04.2017

Duties include:

- Assume overall responsibility for program management for projects where culture meets politics in and for Lebanon, Syria and Iraq
- Review project proposals; prepare budgets and monitor expenditures, develop capacity building and other support for partners monitoring of ongoing projects
- Explore, plan and implement project ideas in cooperation with local, regional and international partners
- Give input and assistance to projects related to the region handled by other hbs offices
- Provide reports and analysis about relevant developments
- Establish and maintain liaison with partner organizations throughout the region, networking
- Undertake specific literature review, policy research and writing assignments in order to contribute to the production of strategic planning documents
- Content support for the office website and publications

Candidates should have the following qualifications:

- Academic degree in Social Sciences or related field
- Excellent grasp of culture and politics in the region, focusing on artists and civil society
- Extensive knowledge in program planning, implementation and administration
- Work experience in cultural and artist management
- Demonstrated ability to function independently within a broad framework, conceptualize programs in a creative manner and interact with individuals and non-governmental as well as governmental institutions in a professional way
- English and Arabic proficiency in communication required, German/French an asset
- Ability to travel

Please send a resume of no more than 2 pages and letter of interest **using the subject line PM Culture and Politics 2017** no later than 28 February 2017 to the following Email:

bente.scheller@lb.boell.org