

Job Announcement Project Manager/Syria

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

Position: Project Manager at Heinrich Boell Foundation's Middle East office in Beirut

Working Time: 20 hours per week

Starting Date: 01.02.2018

Duties include:

- Designing and leading a program on inclusive citizenship with focus on Syria, in coordination with the director and the Syria program manager
- Reviewing of project proposals; preparing budgets and monitoring expenditures, develop capacity building and other support for partners monitoring of ongoing projects
- Organization of conferences and visitor programs
- Undertake specific literature review, policy research and writing assignments in order to contribute to the production of strategic planning documents

Candidates should have the following qualifications:

- Academic degree in Social Sciences or related field
- Excellent analytical and factual grasp of regional politics **focusing on Syria**, civil society and grassroots movements
- Extensive knowledge in project planning, implementation and administration
- Working experience with NGOs in the region
- Demonstrated ability to function independently within a broad framework, conceptualize projects 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 written and oral communication required
- Good computer skills.
- Ability to travel desirable

What we offer: Working with a highly motivated, creative and supportive team. Salary: USD 1.500/month.

Please send a **resume of no more than 2** pages and letter of interest **using the subject line PM Syria 2018** no later than January 12, 2018 to the following Email: LB-Trainee2@LB.boell.org