

Job Announcement

Position: Project Manager

Konrad-Adenauer-Stiftung (KAS) Vietnam

Responsibilities:

- Planning, implementing, monitoring and evaluating KAS Vietnam activities
- General conceptual work for KAS Vietnam
- Assisting and liaising with partners of KAS regarding joint projects
- Reporting and evaluating regarding the implementation of the activities
- Composing speeches, presentations and visitor's programmes, writing thematic and country reports, analysing general developments in Vietnam and the region
- Establishing and maintaining contact with national and international experts; supporting the logistical management of experts during their assignment for KAS
- Co-responsible for social media / visibility activities of KAS Vietnam; data management
- Close cooperation with the Admin Section of KAS Vietnam on budget and logistical matters
- Any other duties as deemed necessary by the Resident Representative

Required Qualifications, Experiences, Skills:

- University degree (Master) in political or social sciences, law, or other related studies
- Fluent in German (mother tongue, C2) and English
- Related work experience
- General project / contract management ability
- Preferred: established networks in Vietnam, i.a. in political, social, economic, academic fields
- Identification with the background and values of KAS
- Independent work attitude, responsibility, teamwork and flexibility; work also off-time; preparedness to travel
- Competent with Microsoft Office; preferred: knowledge of maintaining a website

KAS offers:

- A local contract under Vietnamese law
- Assistance in acquiring visa and work permit

Please send your application by **06 January 2019** (including CV, letter of motivation, scans of certificates, and email addresses of two persons who can give reference about you) to: Peter.Girke@kas.de