

We are looking for a project manager for our office in Dohuk, Kurdish Region Iraq on 01.08.2018

Project Manager

Your Tasks:

- Contentual and administrative management of the office
- Personnel responsibility
- Acquisition of new projects, submission of applications and settlements
- Ensuring the correct administrative project handling according to the specifications and guidelines of the sponsors
- Control of proper procurement ways
- Correct administration of materials
- Data administration
- Networking with other international organizations
- Support of the public relation work
- Writing narrative reports for sponsors and other stakeholders
- Participation in meetings with donors and other stakeholders
- Participation in conceptual and strategic developments
- Pedagogical and content-related support of the teams
Content and organisational support of the trauma pedagogical workshops

Requirements:

- Knowledge of Waldorf Education
- Completed training or studies that covers the field of duties
- At least two years of experience in humanitarian aid and/or development cooperation or similar professions with longer stays abroad, ideally in the Arab/Kurdish world
- Competences and experience in the handling of donor-financed projects
- Experience with procurement processes, personnel management and other office administration
- knowledge of office programs
- Very good German and English (spoken and written), Arabic and/or Kurdish if existent
- Strong communication skills, team spirit and **ability to work under pressure**
- **Frustration tolerance**, flexibility, fitness for tropical environments
- Positive, communicative disposition

We offer you:

- An employment contract, initially limited to December 2019, with an option of extension
A responsible and interesting job in an international environment with committed colleagues
Please send your application to mitarbeit@freunde-waldorf.de

We look forward to receive your informative application!