



CALL FOR APPLICATIONS

The representation of the Friedrich Ebert Foundation (FES) in Yerevan/Armenia is looking for a project assistant to begin the posting on November 1st, latest.

The FES is an independent and non-profit German political foundation that is committed to the ideas and fundamental values of social democracy. FES has offices in over 100 countries around the world. The representation in Armenia is part of the South Caucasus Regional Office based in Tbilisi and coordinates the activities of the FES in Armenia in coordination with the Regional Office. The FES is committed to promoting democracy, peace and social justice through political dialogue, education and research.

Area of responsibility

- Administrative and logistical support for project work (drafting partner contracts, preparing project documents.
- Event management (hotel, flight and restaurant bookings, procurement of materials, and preparation of conference and seminar materials, organization of transfers, procurement of insurance packages, etc.).
- Maintenance and administration of the contact database.
- Management of FES's publications.
- Supporting financial-administrative work by preparing tender documents, translating accounting documents (receipts, notes, project documents) and project-relevant short texts from Armenian into German.
- Attending and supporting the implementation of training with the project coordinators based on availability.

Requirements

- Completed university studies (BA)
- Languages: Armenian mother tongue as well as very good knowledge of either German or English. A good knowledge of both and Russian will be considered an advantage.
- Experience with written translations
- Organizational skills and experience with logistical (event management) support
- Very good computer skills, especially Microsoft Office
- Understanding and interest in socio-political developments and contexts
- Ability to work independently and responsibly
- Ability to work in a team and willingness to perform

We offer a full-time position (40 hours per week) with regular working hours, private health insurance and appropriate salary. The position is initially limited to one year with the possibility of an extension.

Please send your application documents (tabular CV and letter of motivation in German or English, certificates and references in German or English) preferably in one file (PDF) by email by October 1st, 2024 to armenia@fes.de