

# VACANCY



## **POSITION: PROJECT ASSISTANT** **DURATION: TEMPORARY (12 Month Contract)**

The Konrad-Adenauer-Stiftung (KAS) Namibia/Angola is an independent and non-profit making German political foundation. KAS is recruiting a Project Assistant for a 1-year period.

### **JOB DESCRIPTION:**

- Assist with the successful implementation of KAS activities in Namibia and Angola.
- Assist with drafting and compiling of reports and other documents.
- Develop, organise & management of activities, logistics and administration.
- Ensure that administrative regulations comply with KAS standards.
- Ability to work in a small team.

### **REQUIREMENTS:**

- Equivalent to Bachelor's Degree (Politics, Law, Economics and Development).
- Minimum 2 years' experience in the NGO or related sector.
- Ability to work in an intercultural environment and function independently.
- Excellent command of written and spoken English.
- Written and spoken German and other local languages an advantage.
- Good communication skills and pragmatic problem solving ability.
- Understanding and knowledge of local political dynamics and networks.
- Energetic and highly professional with a positive attitude.
- Computer literate in MS Office package and website programmes
- Conversant with social media and digital content management.
- Must be flexible and willing to travel.

Applications accompanied by an expression of interest, a detailed CV and copies of relevant qualifications, recent relevant references should be forwarded to:

**Dennis U. Zaire at [info.namibia@kas.de](mailto:info.namibia@kas.de)**

**Closing date: 13 August 2021**

Only short listed applicants will be contacted.

Konrad-Adenauer-Stiftung e.V. Foundation Office Namibia and Angola  
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**[www.kas.de/namibia](http://www.kas.de/namibia)**