

Job Vacancy

The Middle East Office of the Heinrich Böll Foundation based in Beirut, a German organization seeking to contribute to the many efforts in strengthening processes of democratization in the region through enhancing civil society and facilitating regional cooperation of individuals and organizations, is offering the position of **Program Manager** as of now (latest possible start: 1 September 2009).

Duties include:

- Planning and implementing activities such as conferences and workshops, also in cooperation with local and international partners and the Foundation's headquarters; assuming responsibility for coordinating program areas as well as preparing budgets and monitoring expenditures
- Monitoring maintenance of the office website, selecting texts, providing translation and/or editing work; keeping up the communication with related individuals and organizations concerning the website project
- Prepare concepts and proposals for acquiring external funds (EU, German Foreign Ministry, etc)
- Providing reports and analysis about on-going cultural, social and political developments in the Middle East and specifically in the countries of concern (mainly Lebanon., Syria and Iraq)
- Undertaking specific literature review, policy research and writing assignments in order to contribute to the production of strategic planning documents and annual reports
- Establishing and maintaining liaison with partner organizations and individuals
- Assisting in the overall management of the office

Candidates should have the following qualifications:

- Relevant academic degree in social or political sciences, and analytical skills
- Professional experience in project management and in the program areas of the hbf/Middle East Office
- Demonstrated ability to work independently within a broad framework, to interact with individuals and institutions as well as openness for team work
- Proficiency in written and spoken English and Arabic. German and French desirable
- Good computer skills, especially in Windows for Word, Excel and Power Point
- Readiness to travel

The Program Manager will be employed on the basis of Lebanese labor law. The salary will be based upon qualifications of the candidate.

Please send CV and letter of interest with the subject line "vacancy Beirut" until 24 July 2009 to: layla_alzubaidi@yahoo.de

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