

Job Announcement

The Goethe-Institut e.V. is an intermediary organization of the Federal Republic of Germany whose aims are to promote the German language abroad, cultivate international cultural cooperation and convey a comprehensive image of Germany through information about cultural, social and political life.

With the KHAN AL FAN project, the Goethe-Institut Irak promotes the emerging market of cultural and creative industries, the entrepreneurial and political perception of the sector and the creation of employment prospects in Iraq.

In the framework of this project, we are looking for a committed Project Assistant (m/f/d) in 50% part-time to support the project team for the soonest starting date possible until December 31st, 2023.

Areas of responsibility:

- Work collaboratively with the project coordinator and cultural department to successfully implement project measures
- Assistance in the preparation, planning, organization and implementation of the project measures
- Administrative support in filing, documenting, auditing
- Preparation of logistics (transportation, accommodation, catering, venues)
- Assistance in monitoring and evaluation of project measures
- Internal and external communication with project teams and participants
- Provide information and reports updates on the project as requested and draft minutes of meetings, reports (external and internal reports) and other written materials/documents related to the programme deliverables

Requirements:

- University degree, ideally in business administration or social, political, development and cultural sciences
- Very good knowledge of English, Kurdish and Arabic
- Knowledge or proven interest about the of cultural and creative industry field particularly about the design sector
- Responsible, Flexible and Highly motivated with a strong work ethic
- Good communication and interpersonal skills
- Very good computer skills, including experience with Microsoft Office
- Willingness to travel throughout Iraq

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The remuneration is based on the remuneration scheme for local staff at the Goethe-Institut Irak.

Please send us a complete application with your CV and a letter of motivation.

Please send your documents to bewerbungen-erbil@goethe.de with the keyword

"Project Assistant – Khan Al Fan".

Incomplete documents submitted will not be considered. Only shortlisted candidates will be contacted for an interview

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