

**EMA**Euro-Mediterran-Arabischer Länderverein
المنظمة العربية الأورومتوسطية للتعاون الإقتصادي
Euro-Mediterranean-Arab Association

The EMA (Euro-Mediterran-Arabischer Länderverein e.V.) is a regional association for German businesspeople and entrepreneurs with a wide range of services to promote sustainable economic cooperation with Arab countries. For the work within the framework of a Partner Africa project in Tunisia we are recruiting a:

Project Manager / Consultant as Long Term Expert (m/f/d)

as part of a Partner Africa project in Tunisia

- project limited in full time -

As a long-term expert you will support the implementation of the Partner Africa project between EMA and a local information officer association in Tunisia.

In particular, you take over the coordination with all project partners and stakeholders involved, support in the preparation and implementation of project activities on site and advise the local association.

The position is limited to the end of December 2023. Place of employment is Tunis. Travelling to Germany will expectedly be necessary once a year.

Your main tasks:

- Support for the Tunisian local association in developing and introducing new services for its members
- Development of services and establishment of a representation of interests
- Preparation and organization of consulting and training measures for the Tunisian association and other stakeholders
- Independent implementation of consulting and training measures
- Development of the necessary project infrastructure
- Support for on-site project implementation with organization, conception, planning and implementation of project activities
- Constant dialogue and consultation with German and foreign project partners to coordinate all project activities
- Reporting and accounting to the German project executing agency
- Processing of material procurement
- Travel in Tunisia and to Germany

Your profile:

- Completed university studies, preferably with IT background
- Several years of relevant professional experience in the field of digitization
- Work experience and knowledge in and with an association or similar organization of business interest representation
- Experience in the field of organization and association building

EMA e.V.

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Bank details

Commerzbank A.G.

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Registration

District Court Charlottenburg

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Furthering economic
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EMA

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- Experience and knowledge in the international field, especially in the North African region, would be an advantage
- very good knowledge of French and English, spoken and written, knowledge of German is an advantage
- Secure handling of MS-Office applications
- Ability to communicate and work in a team, organizational talent, sense of responsibility and reliability as well as a pronounced intercultural sensitivity
- A structured, independent and self-reliant working style and representative appearance.
- High degree of flexibility and discretion

Your work assignment can be arranged on a fee basis.

Details of the project:

The project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) through sequa gGmbH as part of the Partner Africa Program. Period: November 2020 to December 2023.

Your application:

If you are interested, please send us your application documents consisting of cover letter, curriculum vitae and relevant certificates in a pdf file to Ms. Svenja Zana (s.zana@ema-germany.org) **before 14th of October, 2020**. Ms. Zana is also available to answer any questions you may have.

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