

**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 (m/f/d)

as part of a Partner Africa project in Tunisia

- project-limited part-time (75%) –

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

In particular, you are responsible for supporting project partners from Germany, assisting in the implementation, monitoring and organization of the project activities on site and advising 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:

- Development of the necessary project infrastructure
- Support for on-site project implementation with organization, conception, planning and implementation of activities
- Ongoing project monitoring and development of necessary change proposals
- Constant dialogue and consultation with German and foreign project partners to coordinate all project activities
- Reporting and accounting to the German project holder
- Preparation and organization of training measures for the local partner
- Processing of material procurement
- Independent implementation of consulting and training measures
- Travel inside Tunisia and to Germany

### Your profile:

- Completed degree or training
- 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 distinct intercultural sensitivity
- A structured, independent and self-reliant working style and representative appearance
- High degree of flexibility and discretion, precise work

#### EMA e.V.

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#### Executive Committee

##### Honorary Presidents

HRH Prince El Hassan bin Talal

Former Federal President Christian Wulff

##### Presidents

Gabriele Groneberg, President

Dr. rer. pol. Abdelmajid Layadi,

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##### Secretary General

Clara Gruitrooy

##### Treasurer

Dr. Stephan Jäger

##### Bank details

Commerzbank A.G.

IBAN: DE58200400000171075500

BIC: COBADEFFXXX

##### Registration

District Court Charlottenburg

Registered under: VR38189B

Tax number: 27/664/53381

VATIN: DE281167268

Furthering economic  
development cooperation



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- Experience in the field of association work and representation of business interests is an advantage
- Analytical thinking, communication and teamwork skills

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](mailto:s.zana@ema-germany.org)) **before 14<sup>th</sup> of October, 2020**. Ms. Zana is also available to answer any questions you may have.

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