



# Job Advertisement

## Head of Project Management

### Context

The Goethe-Institut is the internationally active cultural institute of the Federal Republic of Germany, dedicated to promoting German language courses and fostering international cultural collaboration. Through cultural and educational projects, the Goethe-Institut supports perspectives and social participation in North Africa and the Middle East.

The project “Les Femmes Sont Là !”, implemented by the Goethe-Institut and financed by the special funding line for the promotion of civil society by the German Federal Foreign Office, aims to strengthen the visibility and participation of women in public life in Mauritania. Through physical and digital campaigns, gender-related subjects such as gender equality and power relations are reflected.

### Job information

We're looking for a **Head of Project Management for “Les Femmes Sont Là !”**, based in Nouakchott with an occupation rate of 50 % (20 hours per week).

The position is subject to the allocation of funds by the Federal Foreign Office and is expected to run from 01.02.2024 to 31.12.2024, with the possibility of extension.

The position is based on a freelance contract with local Mauritanian remuneration.

### Job description

On-site project management in Nouakchott and responsibility for the following tasks:

- Coordination and management of the team, contact person for Goethe-Institut's civil society projects in Mauritania
- Monitoring of the project activities and main contact for project participants
- Organization and implementation of events and qualification workshops, including logistical aspects, communication with participants, trainers, partners and external service providers
- Attendance at qualification events and workshops, availability at weekends
- Evaluation of project activities, events and workshops
- Networking with local and German partner institutions in Mauritania
- Participation in project communication on various platforms (website, social networks, press, etc.)
- Verification of interim and final reports (content and finances) of funded projects
- Other tasks may be assigned



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### Profile required

- Residence or permanent stay in Nouakchott, Mauritania
- Baccalaureate level, at least two years of professional experience in project management and team leading
- Good knowledge of spoken and written French, English and Arabic. Knowledge of local languages and German is an asset
- Experiences in organizing events and workshops
- Good computer skills (MS-Office)
- High level of availability, flexibility, structured working method and stress resistance
- High level of intercultural communication, networking and team player skills
- Experiences and/or high interest in civil society promotion and in gender-related subjects

### Submission

Please send your application (CV and motivation letter) by 31 December 2023 via email to: [Bewerbungen-Kairo@goethe.de](mailto:Bewerbungen-Kairo@goethe.de); subject: **Head of Project Management Mauritania**. The interviews are expected to take place at the beginning of January 2024.

*Applications without a subject cannot be considered.*

*We will only contact you after the deadline has passed.*