

**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 Morocco we are recruiting a:

Project Assistant (m/f/d)

as part of a PartnerAfrica project in Morocco

- project-limited part-time -

As project assistant you will support the implementation of the Partner Africa project between EMA and local associations in the field of agribusiness and food industry in Morocco.

In particular, you are responsible for supporting the project managers and assisting in the implementation, monitoring and organization of the project activities on site.

The position is limited to the end of November 2023. Place of employment is **Ouezzane**, Morocco. National or international traveling will not be necessary.

Your main tasks:

- Administrative support for on-site project implementation
- Schedule planning and support/supervision of students and trainers of the Food Academy Ouezzane
- Reporting and accounting to the German project holder
- Maintenance of the Food Academy's website and social media
- Processing of contracting, material procurement and bookings
- Filing, data management, maintenance of project infrastructure

Your profile:

- Completed degree or training
- Fluency in French; very good knowledge of English or German, spoken and written
- Secure handling of MS-Office applications
- Ability to communicate and work in a team, organizational talent, flexibility, independent and self-reliant working style, sense of responsibility, discretion and reliability as well as distinct intercultural sensitivity and representative appearance
- Experience in the field of association work and representation of business interests is an advantage

EMA e.V.

Stresemannstr. 21, 10963 Berlin

Tel: +49 (0) 30-25 35 92 72

Fax: +49 (0) 30-25 35 93 89

Mail: info@ema-germany.org

www.ema-germany.org

Executive Committee

Honorary Presidents

HRH Prince El Hassan bin Talal

Former Federal President Christian Wulff

Presidents

Gabriele Groneberg, President

Dr. rer. pol. Abdelmajid Layadi,

Vice President

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



EMA

Euro-Mediterran-Arabischer Landerverein
المنظمة العربية الأورومتوسطية للتعاون الإقتصادي
Euro-Mediterranean-Arab Association

Your work assignment can be arranged on a fee basis as collaborateur independent.

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 PartnerAfrica Program. Period: October 2022 to November 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, 2022**. Ms. Zana is also available to answer any questions you may have.

*Furthering economic
development cooperation*