

**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 mentoring project we are recruiting a:

## Project Assistant (m/f/d)

### as part of the Cross-Culture Mentoring Program “Ouissal”

As project assistant you will support the implementation of the Cross-Culture Mentoring Program “Ouissal” for female leaders from Germany, Morocco, Algeria, Libya, Egypt, Jordan, Palestine, Syria and Lebanon. For more information please visit [Ouissal.org](http://Ouissal.org).

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

#### Your main tasks:

- Assistance in event organization
- Reporting and accounting to the German project holder
- 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

Your work assignment can be arranged on a fee basis as collaborateur independent. The position is limited to the end of December 2024.

#### 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 15<sup>th</sup> of September, 2023**. Ms. Zana is also available to answer any questions you may have.

#### EMA e.V.

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#### Executive Committee

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##### Bank details

Commerzbank A.G.

IBAN: DE58200400000171075500

BIC: COBADEFFXXX

##### Registration

District Court Charlottenburg

Registered under: VR38189B

Tax number: 27/664/53381

VATIN: DE281167268

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development cooperation