

Job Announcement

Program Manager

The Yemen Policy Center Germany e.V. is looking to fill the position of Program Manager. The position is a management level post that requires creativity, self-initiative and responsibility, while at the same time providing freedom to create and develop the organization further. As Program Manager, you will manage the administration and coordinate the implementation of projects. During project implementation, you will be the key link between YPC Germany e.V. and donor organizations, ensuring smooth project implementation.

YPC Germany e.V. was conceived in March 2020 by a group of Yemeni and German researchers associated with the Yemen Polling Center, an independent Yemeni NGO headquartered in Taiz, Yemen. We are a young and ambitious team, committed to supporting young Yemeni talents and develop the Yemen Policy Center further. We seek to influence Yemeni and international policy making to improve the living conditions of the Yemeni people and bring about a lasting peace. Further, YPC supports young Yemeni researchers by creating genuine opportunities for career development.

As Program Manager, you will be in charge of YPC Germany's administration, project management and – together with the Director – lead its strategic growth. Our projects focus on local security governance, security in transition, increasing civil society involvement in the peace process, and on inclusive discussions on peace and politics in Yemen. We also support media platforms and use creative ways to initiate discussions on peace and politics. Finally, we want to contribute to an international discussion on Yemen, which ensures Yemenis are presented not as incapable victims, but as active shapers of politics and society.

YPC Germany e.V. was established as an association. The organization is thus regulated by the German associations law. Next to our project employees, YPC Germany e.V. has members and an Academic Advisory board.

Responsibilities

- Manage financial administration of YPC Germany e.V. and its projects, manage YPC Germany e.V. human resources, including employees' matters, payment of salaries and honorariums;
- manage YPC Germany's relationship with its members as the Association's "Geschäftsführer".
- coordinate between donors and YPC research fellows to ensure the smooth implementation of YPC Germany e.V.'s projects;
- monitoring and evaluation of project implementation and manage project reporting;
- establish new relationships/partnerships and position the YPC Germany e.V. within Germany's and Europe's think tank and university landscape;
- establish and maintain relationships with German media together with Chief Communications Editor;
- establish and maintain donor partnerships/relationships;
- contribute to project design, writing of concept notes, project proposals and applications;



- manage and maintain the relationship to the YPC Germany's Academic Board of Advisors;
- keep track of YPC Germany's impact and publicize achievements strategically..

Qualifications

- 2+ years prior professional experience in project management at an NGO, university, or other public institution;
- advanced university degree in journalism, political science, economics, development studies, anthropology, Middle Eastern Studies or similar field;
- ability to communicate well in English and German (both written and spoken);
- experience in book keeping and/or accounting is an asset;
- ability to pay attention to detail, and superior organizational skills;
- possess professional conduct and integrity;
- ability to navigate bureaucracy and administrative procedures;
- preparedness to contribute and commit to the growth of a young organization;
- must possess patience and ability to work in a multicultural environment;
- must possess ability to work remotely, and across several time zones;
- must be resourceful and take initiative;
- strong communicator who works well independently and with a team;
- superior time management skills and the ability to juggle multiple projects simultaneously;
- knowledge of Arabic language is an asset;
- knowledge on Yemen and experience in the country are an asset.

Conditions

The initial contract sees for a 4-day work week (Monday-Thursday). Due to the Corona pandemic, our team works remotely for the foreseeable future.

The initial contract is for 9 months (March-November 2021). Formal employment incl. social security is possible if candidate is based in Germany. Candidates based in other countries will be paid a gross salary in EUR. Starting date: March 1, 2021. Employment and contract extension are contingent on approval of (continued) funding.

Reports to Yemen Policy Center Director

Equal Opportunity Employer

We do not discriminate against candidates based on race, color, religion, sex, sexual orientation, national origin, age, disability or genetic information.

Application

To apply for this position, please send your resume and a cover letter detailing why you are suitable for the position to contact@yemenpolicy.org until January 30, 2021. Suitable candidates will be contacted for an interview.

