

For our Latin America Programme, we are looking for a

Project Officer (div/f/m)

to provide financial and logistical support.

Main tasks:

Support project activities, programme team and partners in the field of finance and logistics, such as:

- Support of budget planning & tracking
- Travel planning (booking flights, organizing transportation etc.) and preparing reimbursements of travel expenses
- Event management (workshops, meetings etc.)
- Data management

What we offer:

- An open and international work environment
- Collaboration and interaction with interesting people from diverse backgrounds
- Being part of a team that is strongly committed to the goal of achieving sustainable peace

Qualifications:

- BA degree or professional training degree in a

relevant field, such as financial clerk, travel agent, hotel management, business administration or non-profit management

- (Advanced) relevant professional experience (internships do not count)
- Excellent verbal and written language skills in Spanish, English and German
- Experience in Excel, Word, Power Point and Outlook
- Proven resilience in volatile project environments
- Regional experience in Latin America, preferably in the Andean and Central American region

Additional Skills:

- Strong ability to work as part of a team as well as independently
- Strong empathetic and intercultural skills
- Ability to work under time-pressure

The full-time position (40hrs./week) will be based in Berlin, Germany with a contract duration until December 31, 2019 (extension depending on the availability of project funds), starting as soon as possible. The annual starting salary ranges from Euro 32,400 to 34,800 gross, plus a special annual payment in December.

Application Procedure:

Please submit your CV and cover letter as well as diplomas, certificates and references (letters or contact information) until **January 24, 2019** through our online application system:

<https://www.berghof-foundation.org/de/ueber-uns/jobs/>

We look forward to receiving your application!

The **Berghof Foundation** is an independent, non-governmental and non-profit organisation dedicated to supporting efforts for achieving sustainable peace through conflict transformation research, dialogue and mediation and peace education. Based in Germany, the NGO is run by a diverse team with staff from several countries and maintains working relations with partners around the globe. An international Board of Trustees supports its work.