



JOB VACANCY

The **German Academic Exchange Service (DAAD)** is an association of German higher education institutions, founded in 1925 and based in Bonn/Germany. With its numerous funding programs and its worldwide network of offices, DAAD strives to enhance the international mobility of students and faculty as well as the transboundary cooperation in teaching and research.

Our **Regional Office in Amman** is responsible for Jordan, Iraq, Lebanon, and the UAE. Our main activities are the management of scholarship programs, information and counselling for students, faculty, and institutions, as well as the provision of regional expertise and the organization of a variety of events.

For our team in Amman, we are currently looking for a

program officer

in part-time (75%), from September 1st, 2021.

Your main responsibilities:

- ✓ Administration of the EU-funded EDU SYRIA Master scholarship program for Syrian and Jordanian students, including reporting and financial administration in close collaboration with the program manager
- ✓ Administration of DAAD scholarship programs for postgraduates, young researchers, and senior scientists from Jordan, Lebanon, and Iraq
- ✓ Counseling and guidance for all candidates and scholarship holders in the above-mentioned programs
- ✓ General consultation activities about studies and research in Germany as well as DAAD scholarship opportunities for students and faculty from Lebanon

Your qualification and skills:

- ✓ Academic background (at least completed Bachelor)
- ✓ Work experience in (higher) education administration
- ✓ Very good command of English (at least level B2)
- ✓ Good command of German (at least B1)
- ✓ Solid organizational skills and experience
- ✓ Good knowledge of the German higher education sector
- ✓ Good IT and communication skills

If you are interested, please send your application (cover letter and CV in one PDF) to the Director of the DAAD Regional Office Amman, Benjamin Schmäling: schmaeling@daad.de

The deadline for applications is August 5th

Interviews will most probably be scheduled for the second week of August. For further questions, please do not hesitate to get back to us.

More information about DAAD on www.daad.de and www.daad-jordan.org.