The European Union – Latin America and Caribbean Foundation (EU-LAC Foundation) was created by the Heads of State and Government of the European Union, Latin America and the Caribbean. Its creation is part of the special relations between both regions, known as the EU-LAC Strategic Partnership. The Foundation was entrusted with the mission of strengthening and promoting this bi-regional relationship, enhancing its visibility and fostering active participation of the respective civil societies. The Foundation is deep seated within the EU-CELAC process, and its activities seek to feed the intergovernmental dialogue in line with the bi-regional Action Plan.

The EU-LAC Foundation Headquarters are located in Hamburg, Germany.

In order to support its staff (composed of 8 members), the EU-LAC Foundation is currently organising a recruitment and selection process to fill the following vacancy:

Programme Manager in charge of Generation and Transfer of Knowledge at the Service of the Bi-regional Partnership

Tasks
- General programme management, directed at providing in-depth analysis on the issues that are part of the bi-regional agenda and identifying within them those new aspects of the bi-regional partnership that might lead to new forms and areas of cooperation between the EU and Latin America and the Caribbean;
- Direct activities that promote meeting spaces for dialogue and reflection with key non-governmental and governmental actors, in order to enrich and strengthen the intergovernmental process while searching for quality answers to the challenges faced by societies in both regions;
- Promote the work of analysis and transfer of knowledge of the bi-regional agenda, which allows the EU-LAC Foundation to transmit proposals and approaches to intergovernmental bodies for their decision;
- Prepare terms of reference for calls for research and study proposals, evaluate such proposals and award contracts, follow-up their implementation, approve reports and payments;
- Manage the publication of studies—including validation and quality control—identifying areas of action/possible activities emerging from these studies;
- Contribute to the organisation of meetings, seminars, workshops, conferences and others events, thus maximising the impact of their programmes and participants;
- Supervise the maintenance and further extension (update) of the Digital Library https://eulacfoundation.org/en/digital-library
- Manage the EU-LAC Foundation Internship Program;
• Preparation of reports and statistics.

General Requirements
• Be a citizen of a EU, Latin America or Caribbean State;
• Hold a Doctoral Degree in Research, Political Science or related field, attested by a (Ph.D.) Diploma;
• Possess professional experience of, at least, five (5) years in a relevant/related field, preferably within a multilateral context;
• Have experience in the management and implementation of projects;
• Possess a proven track record of networking processes with non-governmental actors;
• Possess knowledge and a proven track record of research with relation to the bi-regional partnership of the European Union and Latin America and the Caribbean;
• Possess experience with revision and quality control of scientific texts, in English and Spanish;
• Have a mandatory working knowledge and fluency in English and Spanish;
• The knowledge of any other official languages of the EU-LAC Foundation member States shall be highly regarded.

Other Requirements
• Excellent verbal and written communication skills;
• Ability to work under pressure, multitask and manage conflicting needs;
• Team player and quick learner who is results and productivity oriented;
• Ability to interact in a multicultural and multilingual environment.

Terms of Contract
• Full time contract for a two-year period;
• Expected start date: Beginning of March 2018.

Application procedure
• Employment application, in English or Spanish should be sent to recruitment@eulacfoundation.org no later than 05/02/2018;
• Subject line should read "Knowledge at the Service of the Bi-regional Partnership";
• Mandatory Requirements to be submitted: CV, cover letter indicating salary expectations, copy of academic certificates, language proficiency and professional experience.

DUE TO THE HIGH VOLUME OF APPLICATIONS THAT WE RECEIVE, ONLY SHORT LISTED CANDIDATES SHALL BE CONTACTED. IF YOU ARE NOT CONTACTED WITHIN A TWO-WEEK PERIOD FOLLOWING THE APPLICATION DEADLINE, UNFORTUNATELY, YOUR APPLICATION HAS BEEN UNSUCCESSFUL AT THIS TIME.

The EU-LAC Foundation is an equal opportunity employer.

Frequently Asked Questions:
• Where is the position located? Hamburg, Germany (EU-LAC Foundation Headquarters).
• Is a valid work visa for Germany required prior to submission of application? No, the selected candidate shall be oriented and supported by the Foundation in the application process for a work visa.
• Does the Foundation cover any relocation expenses for expat staff? Yes, the Foundation covers these expenses upon hiring expat staff provided they do not live within a 150-kilometer radius from the City of Hamburg.
• What type of medical insurance does the EU-LAC Foundation offer its staff? The EU-LAC Foundation’s staff is affiliated to the German national social security system; contributions are equally divided between employee and employer.
• Shall salary expectations be indicated in gross, or net, terms? The applicant shall specify his/her salary expectations in net terms, in other words, the monthly take-home amount after taxes.
• What is the tax rate for Germany? From his/her monthly salary, a worker must pay certain taxes in order to determine take-home pay. The worker’s tax bracket is determined by a number of factors, such as family composition. In general terms, taxes and deduction on gross pay vary between 45% for someone without dependents, to 35% for someone providing for a family.
• What is the cost of rent in Hamburg? The rental price for housing is determined by the location and size of the property. Size is measured in square metres. An approximate range could be between €800 and €1,300 per month for a single person and €2,000 - €2,500 for a family of four.