The German Foundation for International Legal Cooperation (IRZ) is a registered association founded on the initiative of the German Federal Ministry of Justice and Consumer Protection. On behalf of the German Federal Government, it supports partner countries in Eastern and South-Eastern Europe, (Central) Asia, the South Caucasus, the MENA region and Africa in reforming their legal and judicial systems. The aim of the advisory services is to promote the development of rule-of-law and market-economy structures in the partner countries. In the area of legislative advice, project work focuses on preparing expert opinions on draft laws, expert discussions with relevant partner institutions from the justice sector and, in the area of training and further education, on conducting seminars, lectures, guest visits, working visits and expert discussions both in Germany and in the partner countries (www.irz.de).

The project section Middle East of the IRZ is looking for a freelance resident in Egypt to support its activities in Egypt.

Freelancer / Consultant Egypt
(m/f/d)

Activities include:

- Assist the preparation and implementation of events in Egypt including the evaluation of activities
- Maintaining contacts with local cooperation partners
- Monitoring legal developments in Egypt and writing short reports for internal use
- Administration of IRZ project funds (recording of all income and expenses, accounting, etc.)
- Management of the local budget
- Completion of administrative tasks arising in the IRZ office in Egypt
- Local contact person for the Egyptian authorities and IRZ partner institutions

This results in the following requirement profile:

- Good knowledge of the Arabic language in written and spoken
- Knowledge of German is an advantage, good written and spoken English skills are required
- Sociability, diligence, flexibility, creativity and interest in the work of the IRZ are required
- Legal knowledge is an advantage, good knowledge of Egyptian institutions is required
- Experience in event and project management, in working for scientific or other public institutions and/ or experience in the publication and distribution of scientific publications are an advantage
- Experience in working with German institutions or knowledge of the work of German institutions as well as previous stays in Germany are an advantage

Place(s) of activity is/are Cairo and occasionally other cities in Egypt and the region.

*The position is remunerated based on performance (effort per hour). The hourly rate is determined according to qualification and in agreement with the German Embassy.*

Please send your application (motivation letter, curriculum vitae, certificates, job references) until May 17 2020 in German or English language to ifland@irz.de. Only applications received through this address will be considered. For any questions, please contact the above mentioned address.