

March 12, 2009

Aspen Berlin is a non-partisan, privately-supported organization dedicated to values-based leadership in addressing the toughest policy challenges of the day. A significant part of Aspen's current work is devoted to promoting dialogue between key stakeholders on the most important strategic issues and to building lasting ties and constructive exchanges between leaders in North America, Europe, and the Middle East. Aspen achieves this by bringing together interdisciplinary groups of decision makers and experts from business, academia, politics, and the arts that might otherwise not meet or are even hostile to another. They are convened in small-scale conferences, seminars, and discussion groups to consider complex issues in depth, in the spirit of neutrality and open-mindedness needed for a genuine search for common ground and viable solutions.

For our Policy Program Middle East, we are currently looking for a Program Officer Lebanon

Responsibilities include:

- Planning and preparation of meetings and workshops with representatives from the Greater Middle East (focus: Lebanon), Europe, and the United States;
- Organization and coordination of events in the MENA region and Berlin;
- Identification of and co-operation with relevant partner organizations in Lebanon;
- Preparing project documents including background research, policy papers, and evaluation reports;
- Grants management, monitoring, and writing; and
- Travel to Middle East region.

Qualifications:

- University degree in Social Sciences, such as Middle Eastern Studies, International Relations, Public Administration, or Law;
- 2+ years of relevant professional working experience; intimate knowledge of Lebanese civil society environment;
- Fluency in English; fluency in Arabic an advantage; working knowledge of German and French desirable;
- Demonstrated experience with budgeting, grants management and accounting;
- Familiarity with European and US policies toward the MENA region;
- Excellent conceptual skills and commitment to open dialogue;
- Strong interpersonal and communication skills; and
- Residential experience in the Middle East desirable.

The position is located Berlin and involves a fixed-term contract which formally expires on 30 September 2009. Aspen actively seeks diversity in the workplace. Candidates should respond by e-mail with a letter of interest and CV (including references) by March 31, 2009 to:

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