

November 2021

VACANCY NOTICE  
**Office Manager**  
**Friedrich-Ebert-Stiftung Romania**

**Starting Date:** 15 February 2022

**Location:** Bucharest

**Duration:** 14 months (maternity/parental leave replacement; with possibility of extension of one year)

**Application Deadline:** 6 December 2021

**Who we are:**

Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization head-quartered in Germany with offices in over 100 countries worldwide. The Romania Office of FES was established in 1994 to promote democracy, the rule of law and social justice and to accompany Romania's integration into the European Union. FES Romania works together with a broad network of Romanian partner organizations, providing political education and policy advice through trainings, conferences, analyses and research. Moreover, it fosters dialogue between Romanian stakeholders and experts from Germany and other European countries to exchange best practices and address common challenges.

**Your role and tasks:**

- Secretarial tasks for the Resident Representative of FES Romania
- General secretarial and administrative tasks for the office
- Assistance in organizing and implementing FES projects and events
- Assistance in organizing and preparing reports, letters and publications
- Communication, negotiations and drafting contracts with service providers (e.g. hotels, catering companies, travel agencies, IT services)
- Managing FES Romania's website and social media channels
- Maintenance of contact database
- Other related tasks assigned by the employer

**What we expect:**

- University degree (minimum bachelor) in social sciences, economics, law or languages
- Excellent organizational and communication skills
- Excellent command of written and spoken Romanian as well as very good command of English; German would be a strong asset
- Very good command of Microsoft Office programmes
- Very good command of various social media channels
- Proficiency in content management systems would be an asset
- Experience in event management
- Ability to work in a team as well as independently

**Reprezentanța în România / Bucharest Office**

Str. Emanoil Porumbaru Nr. 21, Ap. 3, sector 1, București, România  
Tel.: +40 (0) 21 2110982 / Fax: +40 (0) 21 2107191  
E-mail: [office.romania@fes.de](mailto:office.romania@fes.de) / Website: [romania.fes.de](http://romania.fes.de)

**What we offer:**

- Full-time position (40h/week)
- Competitive salary
- Friendly working environment
- Flexible working hours

**Are you interested?**

Please send your application (cover letter, CV and relevant references) in one PDF document in German or English by 6 December 2021 to [office.romania@fes.de](mailto:office.romania@fes.de). The cover letter should explain your motivation and why you consider yourself suitable for the position. It should be addressed to the Resident Representative, Ms Juliane Schulte.

In case of questions, please contact us at [office.romania@fes.de](mailto:office.romania@fes.de) or +40 21 211 09 82.

Interviews will take place between 13 and 17 December 2021.