



## Job Vacancy

# Assistant Project Coordinator

**Starting date:** soonest possible

**Ending date:** 31 December 2024

**Job Status:** (short-term contract) Full time position 40 hours/week

A full-time (40 hours/week) position as project assistant in **TheMuseumsLab** programme is available at the DAAD Office in Accra soonest possible. The position is limited until December 31, 2024. Remuneration is based on the DAAD's local pay scale.

The German Academic Exchange Service (DAAD) is an association of German institutions of higher education and their student bodies. It represents the world's largest funding organisation dedicated to promoting international academic exchange.

Within the framework of the cooperative knowledge exchange programme TheMuseumsLab aimed at African and European museum professionals, the DAAD is looking for a **project assistant** to facilitate the implementation of the onsite phase in Accra. This phase will take place from **12 to 21 November 2024** and is mainly curated by the Ghana Museums and Monuments Board (GMMB). The 50 fellows funded in this project will come together in Accra to participate in a professional programme consisting of museum visits, panels and exchange and networking slots.

As a project assistant you will be in charge of the implementation of the 8-day-long presence phase in Accra, taking care of all organisational matters necessary to implement the programme designed by the curatorial team of the project. This includes close and regular consultation with the partners: GMMB (project partner 2024), the Natural History Museum Berlin (MfN) (permanent project partner) and the DAAD project team in Berlin (part of the DAAD Government Liaison Office) which oversees the scholarships, the respective participant management and responsible for all logistical matters. You will be under the supervision of the DAAD Office in Accra.

### Job Description

- Correspondence / communication with DAAD project team in Berlin / GMMB / MfN
- Coordination and organisation of logistical matters for the project phase in Accra (in consultation with the DAAD Project Team in Berlin / GMMB / MfN).
- Organisation of welcome and farewell event of the project phase in Accra (in consultation with the DAAD project team in Berlin / GMMB / MfN)
- Research / inquiring quotes / communication / booking (if applicable) concerning hotels, transfers, catering, programme/meeting/event locations (according to DAAD regulations)
- Support of the projects's fellows before arrival(especially entry regulations, visa, information about Accra)
- Support of the project's fellows support during the presence phase in Accra
- Administration of funds

All tasks are carried out under the supervision of the DAAD Office in Accra and relate to the project phase in Accra.



### **Requirements:**

- Bachelor's degree in management, education, social sciences, or humanities or equivalent
- Very good organisational skills
- Experience in project coordination / organisation
- Experience of working in international projects / with international groups
- Very good knowledge of Accra (infrastructure, daily life, gastronomical and cultural scene, etc.)
- Interest in / knowledge about cultural, arts and museums scene in Accra
- Very good English language skills (C1)

### **Desired:**

Work experience in German or international institutions

German or French language skills

### **How to apply:**

If you feel addressed, please apply until **31 May 2024** at the latest with the following application documents:

- tabular CV
- cover letter
- degrees and professional experience
- reference letter (max. 2)

Please send your documents with the subject "Job vacancy for project assistance TheMuseumsLab" exclusively via email to **Mr. Kai Franke (franke.berlin@daad.de)**.

The receipt of the application documents will not be confirmed.

We will invite a selected group of candidates to an interview.

Please note that incomplete applications will NOT be considered.

We look forward to receiving your application!

### **Further Information:**

Complete schedule of **TheMuseumsLab 2024** programme activities:

6 June: kick-off (digital)

11 to 13 June & 18 to 19 June: module 1 (digital)

4 to 12 September: module 2 (Berlin)

12 to 19 September: short residencies at European partner museums

6 to 13 November: short residencies at African partner museums

**13 to 21 November: module 3 in Accra**