

## Join the Exciting World of International Cooperation at Particip

The support and management of change in international cooperation is a challenge that we at Particip are committed to.

Our services cover a broad range of support areas, including economic development, public administration, public finance, support for policy dialogue, social and human development, education, environment, communication as well as monitoring & evaluation.

We have successfully managed over 1,800 projects spanning 150 countries across Africa, Europe, Asia, Latin America, and the Caribbean. We're proud to provide services to the the European Union, the World Bank and many other international organisations and national partners on a global scale.

If you're passionate about making a difference through dedicated project management in a dynamic, multicultural environment, we would be delighted to have you on our team.

For our head office in Freiburg, Germany, we are currently seeking a

### Team Assistant (m/f/d) in our

### Public Sector Support / Economic Development Unit

Start date: 1 February or 1 March 2025

#### Scope of responsibilities and tasks

As our Team Assistant, you will play a key role in supporting our team of project managers in the successful implementation of our international cooperation projects while also contributing to our business development activities.

Our approach focuses on fostering a culture of self-responsibility and supporting the professional growth of our staff.

As our Team Assistant you will:

- Play a vital role in supporting the management of our consulting projects in public sector support, policy dialogue, communication, and economic development, including project planning, logistics and administration.
- Actively engage in the business development process, maintaining databases and handling applications for exciting new projects.
- Refine and edit documents, resumes, and presentations to perfection.
- Provide valuable support for research tasks and data input into our management information system.
- Organize and coordinate business travel, making every detail count.
- Assist in office management tasks, ensuring smooth operations.

#### Qualifications and skills

##### Education background:

- Successful completion of a commercial or foreign language education or equivalent experience.

##### Languages:

- Excellent language proficiency in German, English, and French for effective intercultural communication, (minimum level C1).

##### IT skills:

- Demonstrated advanced proficiency in MS Office applications, particularly Word, Excel, and PowerPoint, with a proven ability to create professional documents, manage complex spreadsheets, and design impactful presentations.

##### Soft skills:

- Excellent self-organising skills.
- Strong organizational skills and a proactive mindset.
- Precision and a sense of responsibility in your work.
- A passion for effective communication.
- Good team spirit

##### Previous experience:

- Experience in working within an international setting would be considered an asset

**Why work for Particip?** We offer a multi-cultural working environment at head office and in our projects around the world. Our employees benefit from a rewarding work environment, flexible working hours and a pleasant and collaborative work atmosphere.

**We look forward to hearing from you!** Send your application by 31st of January 2025 to Nina Vedder, [jobs@particip.de](mailto:jobs@particip.de), Subject: Team Assistant Team Blue 2025.

**Your application should include:** A cover letter (maximum 1 page) focusing on your motivation to apply; CV in English; supporting documents (high school degree, academic degree(s), work certificates)

