

Freelancer at the Global Diplomacy Lab (GDL) Secretariat

Have you ever wanted to find out more about how the GDL Secretariat works? Are you interested in getting to know the engine of this unique platform “from the inside”? As coordinator of the GDL, we, the International Alumni Center gGmbH (iac Berlin), are looking for a

Freelance Project Manager

starting on June 1st or July 1st, 2019 for a limited period of time (5 to 6 months) for the GDL Secretariat which is located on the premises of the Federal Foreign Office.

The iac Berlin is a Think & Do Tank for alumni communities with social impact. It was founded by the Robert Bosch Stiftung in January 2017 and advises foundations and other non-profit organizations in its alumni work, helps with practical solutions in the design of impact-oriented networks and initiates new forms of cooperation. The iac Berlin coordinates the Bosch Alumni Network, which brings together former and current fellows, grantees, and staff members of the Robert Bosch Stiftung and its partners, to support their activities and foster cross-sectoral exchange and international collaboration.

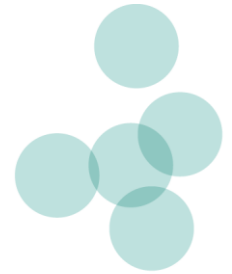
Since January 1st, 2018 the iac has been coordinating the **Global Diplomacy Lab**, a platform for exploring a new and more inclusive diplomacy which goes beyond traditional politics, under the patronage of Federal Foreign Minister Heiko Maas and in partnership with the Federal Foreign Office, the BMW Foundation Herbert Quandt, the Global Leadership Academy, the Stiftung Mercator and the Robert Bosch Stiftung.

Required skills:

- Critical and interdisciplinary thinking, determination to accomplish goals, ability to act independently while remaining a team player
- Talent to design, coordinate and focus on short-, medium- and long-term processes simultaneously
- Outstanding capacity and enthusiasm to co-create with worldwide actors, with emphasis on pro-bono engagement
- Minimum of five years' work experience in the field of policy-making and broad knowledge of issues central to diplomacy and geopolitics
- Previous experience with process operation at the Federal Foreign Office
- Minimum degree of master studies in any field, if you can bring its (subtle) relation to politics to bear in a creative manner
- Proficiency in the English language
- Ability to work independently with MS Office products



Global Diplomacy Lab

**Assets:**

- Good command of the German language
- Commitment to areas that are indirectly related to diplomacy
- Knowledge of methodologies for collective decision-making

Main tasks:

- Facilitation of the annual curriculum. This includes helping to select hosts and new members, extensive communication on agenda setting, joint formulation of goals, editing of documents, implementation of concepts, co-creation of programme sessions, safeguarding their interlinkages and connection to diplomacy, coordinating Lab documentation, executing simultaneous decision-making processes with key GDL stakeholders (members, challenge holders, partners, external experts)
- Coordination of, participation in and follow-up of online meetings led by GDL members on a regular basis (both for curriculum purposes and for strategic issues pertaining to the GDL as such)
- At the Labs and directly thereafter: briefing of main actors (conférenciers, moderators, experts, potentially documentation team) shortly before the events start, regular bilateral exchanges to set the tone and implement the necessary changes for each session on the run, communication with the event management team in the event of unexpected changes to logistics, exchange with the GDL Director, support to the event management team when feasible
- Agenda setting, coordination and possible facilitation of workshops before and after the Labs, including drafting and/or reviewing protocols and supervising the implementation of decisions made collectively
- Meeting and communication with (potential) partners for the GDL as required

Your benefits:

- Valuable insights and knowledge of a complex public-private partnership
- Gain work experience in a small yet diverse team and with a large number of committed GDL members worldwide

If this sounds interesting to you, please send your application including motivation letter, CV, your fee expectations and your availability date until April 28th, 2019, 12:00 a.m./midnight via e-mail to senta.hoefer@diplo.de.