



**Arbeiter-Samariter-Bund Deutschland e.V.
Foreign Aid Department**

The “**Arbeiter-Samariter-Bund Deutschland (ASB)**” is a German aid and welfare organisation with 16 regional associations, more than 200 local branches and around 120 associated not-for-profit companies all over Germany. More than 1.5 million members provide a broad social basis for our organisation and more than 50,000 employees as well as over 20,000 volunteers form part of the ASB ensuring a high level of quality in areas such as rescue services, civil protection and social services. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability.

With its first mission abroad in 1921, **foreign aid** became a major component of the organisation. Today the ASB provides foreign aid and humanitarian help in more than 30 countries. In cooperation with its partner organisations, the ASB is engaged on four continents to support people in need. This aid ranges from emergency relief after natural disasters, epidemics or other humanitarian crises to reconstruction, disaster risk reduction (DRR), and facilitating self-help. The aim is always to address the root causes of poverty and to enhance self-reliance in order to ensure the survival and well-being of the affected people.

ASB started its operations in **Nicaragua** in 2000, after Hurricane Mitch caused substantial loss and damages in the country. Since 2016, ASB has extended its programme work in Central America to Honduras, El Salvador and Guatemala and since 2021 to Colombia and Venezuela in South America. Many projects follow a regional approach. In addition to humanitarian assistance and inclusive DRR projects, current operations focus on building resilience to extreme weather and the adverse effects of climate change on vulnerable groups and its livelihoods. Today ASB employs in its regional office in Managua 16 persons and collaborates with more than 20 local and international partner organizations.

ASB is currently seeking expressions of interest from qualified and committed individuals for the following position:

Programme Assistant

The **position** is a full-time position and comprises 39 hours per week. The term of the contract is one year, with possibility of extension. The duty station is Managua, Nicaragua with business trips within Nicaragua and to Guatemala, Honduras, El Salvador, and occasionally to other Latin American countries.

Under the direct supervision of the ASB Regional Director for Latin America and close coordination with ASB Officer for Monitoring, Evaluation and Learning (MEAL), the position includes the following **main tasks**:

- Support to operational planning and coordination in partner-implemented projects in the area of DRR and inclusion of people with disabilities, resilience and adaptation to climate change, food security and WASH.
- Support in the monitoring of project implementation with regard to donor guidelines, ASB regulations and international humanitarian standards.
- Assistance to the implementation of ASB’s MEAL system, in coordination with local partner organizations and under mentoring of ASB’s MEAL officer.



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- Writes and/or translates reports in German, English or Spanish, ensuring the fulfillment of donor reporting requirements.
- Participates in the preparation of concept notes, project proposals or amendments in German, English or Spanish.
- Monitors and analyses the regional context, as well as the project implementation, and elaborates periodical internal reports.
- Attends humanitarian coordination or other relevant meetings with external stakeholders such as donors (particularly with German Embassies), local and national authorities.
- Supports the regional director in other tasks inherent to the position that are requested according to context and needs.

Key Requirements:

- A university or technical college degree in the fields of humanitarian aid, development or social sciences or a training appropriate to the position.
- Interest in topics of international humanitarian aid / development cooperation and work in an international and intercultural context.
- Very good language skills in German, Spanish and English spoken and written.
- Good computer skills (Microsoft Office).
- Special interest and first professional experience in the area of MEAL is desirable.
- Ability to cooperate and work in a team.
- Ability to assert yourself.
- Excellent negotiation skills.
- Structured, precise working methods and flexibility.

We offer:

- An interesting activity in an international context.
- A competitive salary commensurate with experience, plus insurance cover and payment of travel expenses.
- Professional support by experienced team members.

Further information about our projects in the region: <https://www.asb.de/unsere-angebote/auslandshilfe/laender> and <http://asb-latam.org/>

Applicants should send a **letter of motivation** (max. 2 pages), a **CV** (max. 2 pages) and **relevant certificates** by email in pdf format to application-ahi@asb.de and info@asb-latam.org. If you have any questions about the position, please contact Mr Oliver Huber (+49 22147605-252 or o.huber@asb.de)

Subject line: Programme Assistant Latin America

Closing date: 15.02.2024

Only shortlisted applicants will be contacted. Interviews are planned for calendar week 8.