



Center for Evaluation and  
Development (C4ED)  
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Contact:  
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### **Student Assistance for Project Acquisitions Department (m/f/d)**

The Center for Evaluation and Development (C4ED) is looking for an enrolled student to assist the project acquisitions team, which is in charge of business development and communications outreach. Specifically, you would assist in preparing proposals, engaging in social media outreach, and providing help with administrative tasks. We evaluate applications on a rolling basis.

We are one of the leading German research centers focusing on the areas of poverty reduction, microfinance, health insurance, education, humanitarian assistance, and nutrition in international cooperation. Our vision is to improve the lives of the poor and the vulnerable by making development interventions more effective. We are currently conducting projects all over the world and maintain working relationships with 3ie, ACTED, IFAD, ILO, IPA, J-PAL, the World Bank, and UNICEF to name just a few of our cooperation partners.

#### ***Possible duties:***

- Administrative support to tender management (background research, translations, formatting)
- Content creation for social media (LinkedIn, Facebook, Twitter)
- Support for event management (seminars, conferences, lectures)

#### ***Your profile***

You are an enrolled student (Bachelor or Master) in Humanities (preferably Roman languages), Social Science or related subjects having an affinity for writing high quality texts in English and ideally in French. You show great interest in international development and you have gained previous experience abroad, ideally in French-speaking countries.

In your curricular and extra-curricular activities, you have proven exceptional organization and planning skills. You feel comfortable with working independently in dynamic settings and communicating in teams in both English and German. You are able to work efficiently under time pressure and are comfortable in meeting deadlines. You will work with a team of experienced project acquisition managers and gain hands-on experience in the business development of an internationally working non-profit research institute.

We are looking forward to receiving your application including your CV and a motivation letter to [jobs@c4ed.org](mailto:jobs@c4ed.org).