Job Announcement: TARII seeks Assistant for the Center in Baghdad, Iraq

The Academic Research Institute in Iraq seeks a part-time Assistant to support the establishment of the new TARII Research Center and Library in Baghdad, Iraq. Founded in 1989 by a consortium of American universities, colleges, and museums, TARII has a mission to promote scholarly research on and in Iraq. One way that TARII does this is by providing graduate and post-graduate fellowships for Iraqis and Americans to conduct research on Iraq and by fostering joint projects with Iraqi academics, in a broad range of subjects. Through the formation of the TARII Research Center and Library, TARII seeks to expand fellowship and programming opportunities in Iraq.

The new Assistant will provide logistical and administrative assistance to the US Director for the establishment of the new Center and Library, including the furnishing and preparation of the Library, office, and hostel space. The Assistant will work in Baghdad and out of the TARII office at the Center.

The ideal candidate will have:
- At least 2 years of experience in administration and budget management
- Familiarity with the principles of non-profits and research institutions
- Strong organizational skills
- Demonstrated ability to represent TARII in the community and at other institutions and organizations
- Strong written and oral communication skills in both English and Arabic

This is a part-time, fixed-term position with term-renewals dependent upon available grant funds. It is the first of two new positions at the TARII Center in Baghdad. An announcement for the Regional Director position will be made at a later date, contingent on available funds.

Interested candidates should send a CV and cover letter (in English) to: Info@tarii.org by 1 June, 2020.