



## Chief of Business Administration & Controlling LATAM (m/f/d)

in Santiago de Chile, in full-time, open for an immediate start

Siemens Stiftung is an independent, nonprofit organization that is committed to promoting sustainable social development. In our three chosen fields, we take a multi-perspective approach to working on perspectives and solutions for Access to Essential Services, Connected Societies, and Climate & Sustainability. We are actively involved in shaping the necessary transformations that these challenges demand. With partners from the fields of Education, Social Entrepreneurship, and Art & Culture, we develop local solutions to global challenges and drive social change and innovation. Our projects and networks focus on Africa, Europe, and Latin America.

### Key Tasks:

- Lead and coordinate the Administration and Project Controlling department, implementing controlling tools, at the Latin America Regional Office
- Coordinate the overall administrative planning of local projects
- Provide support for local project development, focusing on administrative and budgetary aspects
- Ensure compliance with foundation regulations (German foundation law), covering legal and compliance considerations.
- Oversee the economic representation and implementation of projects, initiatives, and related processes at the Latin America Regional Office
- Support and guide the drafting of local project contracts
- Take responsibility for developing new innovative and strategic concepts for local administrative processes and workflows
- Contributing to the ongoing development of controlling tools
- Manage the evaluation of local data
- Oversee the local (IT) infrastructure

### Your Profile:

- University degree or equivalent qualification
- Several years of project management experience and relevant professional experience in Business Administration (controlling, legal, accounting)
- Experience in the foundation/non-profit sector, preferably in an international or German context
- Knowledge of relevant KPIs/financial ratios in the foundation sector
- International project experience and strong project management skills
- Experience in implementing new concepts

- Intercultural competence and experience collaborating with multidisciplinary teams
- Strong analytical and problem-solving skills, proactive, independent, conscientious, and results-oriented work
- Very good communication skills in written and spoken language, as well as presentation and moderation skills
- Very good English skills and preferably (very) good knowledge of German
- Very good skills in common MS Office applications

## What we offer:

- An exciting and diversified role with a high level of responsibility and creative freedom
- A position in a small, international organization with flat hierarchies, short decision-making processes, and a modern work culture
- A creative, open, and committed team
- Comprehensive onboarding in internal processes and your new role
- Flexible working hours with the option of remote work

## Apply now!

If you would like to contribute your knowledge and commitment, we look forward to receiving your application!

Please send your application documents, consisting of your CV, certificates, and an informative covering letter (including your salary expectations and your earliest possible starting date), to: [career@siemens-stiftung.org](mailto:career@siemens-stiftung.org)

You can find more information about the Siemens Stiftung here: <https://www.siemens-stiftung.org>

As a signatory to the "Charta der Vielfalt", we are committed to a prejudice-free working environment. We value and promote the diversity of our employees' skills and therefore welcome all applications - regardless of age, gender, nationality, ethnic and social origin, religion, ideology, disability, sexual orientation, and identity.