

## Job Vacancy

### **Programme Manager (m/f) for our Programme Office in Skopje, Macedonia**



#### **Place of work**

in Skopje with regular travel within the Western Balkans and occasional travel to Germany.

#### **Start of assignment**

01.01.2018 (or as soon as possible)

#### **Forum Civil Peace Service (forumZFD) - Committed to Peace**

forumZFD supports people involved in violent conflicts on the path to peace and strives to help overcome war and violence. We are currently working with peace consultants in Germany as well as ten other countries in Europe, the Middle East and South East Asia. Our Academy for Conflict Transformation offers a learning space for professional, international peace work. Through dialogue events, educational work and campaigns, we actively advocate civil peace policy. forumZFD is recognised by the German federal government as a member of the Civil Peace Service (CPS) consortium. Our work is financed through public and private grants, donations and membership fees.

#### **Your tasks and responsibilities**

As Program Manager will be responsible for heading the program office located in Skopje, Macedonia and the implementation of the regional Western Balkan program in Macedonia. As a member of the Regional Management Team (consisting of four Program Managers in the region, a Regional Manager and the Desk Officer in Cologne) you also contribute to the further conceptual and strategic development of the Western Balkans program in Macedonia and within the region. Program finance management and related public relations occurs in close cooperation with the Regional Office in Belgrade and respective departments in the head office in Cologne.

The specific tasks and responsibilities of this position include the following:

- Management and guidance of current projects and activities of forumZFD in Skopje, Macedonia and heading Skopje office team (including areas of program planning, monitoring and evaluation; human resources, personnel guidance and development);
- Further development of the regional Western Balkans Program strategy and its implementation in Macedonia within the strategic framework of the program (including supporting impact-oriented implementation of the various program components);
- Operational management of the program office in Skopje (overseeing administration, financial management, human resource management, facility and technical requirements);
- Representation of the Western Balkans Program within Macedonia, in the region, and in Germany (including support for the communication and public relations strategies of forumZFD);
- Acquisition of financial means for program implementation together with cooperation partners.

## Your profile

- Advanced university degree with a minimum of 3 years work experience in project and/or program management in the fields of conflict transformation and/or development cooperation abroad;
- Experience in management of projects and/or programs involving work with civil society and cooperating with (civil society) associations and NGOs;
- Proven experience in human resources management;
- Experience in project and/or program management include areas of financial management, human resource management, organisational development, PM&E (planning, monitoring and evaluation) and fundraising;
- Knowledge of methods and concepts of conflict transformation and conflict management in post-conflict societies, as well as knowledge of sensitive current political contexts for peace work within Macedonia and the region;
- Experience in living and working in South Eastern Europe or proven deep understanding of the context;
- Excellent written and spoken command of English (official language of the program) and good knowledge of one or more languages in the Western Balkans;
- Competent in applying IT tools to support program implementation, including IT-systems and tools applied for financial management and knowledge content management;
- Familiar with the use of social media, websites and other online-based working platforms for presenting and exchanging information among teams and stakeholders;
- Highly versed in strategic and conceptual thinking; strong interpersonal skills including non-violent communication and intercultural sensitivity; ability to work flexibly in a team under recurring time constraints and with colleagues, teams and partners working in various locations.

## Our offer

We offer an attractive position with responsibilities for a minimum of two years in a learning organization. We also offer participation in qualification and professional development courses (among others, at forumZFD's Academy for Conflict Transformation), a program-based preparation, regular coaching and where appropriate, participation in a language course. As the position is based on the German Development Aid Workers Act (EhFG), it is restricted to citizens of the EU and Switzerland. The position is remunerated according to the provisions of this law, including comprehensive social security benefits and financial reintegration assistance upon return.

As a Program Manager working for forumZFD, you will have the opportunity to contribute your ideas and skills within the innovative and inspiring field of conflict transformation and peacebuilding throughout the region of the Western Balkans and beyond.

## Your application

Please send your application with pertinent documents in English (1 page motivation letter, CV and references, as a PDF document) **by 15 December 2017** to [application@forumzfd.de](mailto:application@forumzfd.de)

Suitable candidates may be contacted before the deadline for possible interview appointments. In case of any questions, please feel free to contact Ms. Kristen Schubert by email ([schubert@forumzfd.de](mailto:schubert@forumzfd.de)) and/or by phone at +49 221 – 91273265.

Please find further information about our organisation and our assignments online at [www.forumzfd.de](http://www.forumzfd.de). Information on our work in the Western Balkans may also found at [www.westernbalkans.forumzfd.org](http://www.westernbalkans.forumzfd.org). This job advertisement as well as further employment postings can be viewed at [www.forumzfd.de/jobs](http://www.forumzfd.de/jobs).

**We are looking forward to your application!**