

Job Vacancy



Project Manager (f/m)

in Prishtina, Kosovo

Start of assignment

01 January 2018 (or as soon as possible with preparation courses, followed by at least two years' work within the project)

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 duties

As a Project Manager in Prishtina you would have the opportunity to contribute to shaping the discourse surrounding issues of Dealing with the Past. The main focus of this position lies on the coordination and design of a regularly published magazine focused on Dealing with the Past (DwP) in the Western Balkans. Embedded in the activities of one of the regional working groups, the aim of this publication is to encourage an active exchange of ideas and questions regarding the various narratives of the past and thereby constructively contribute to the most current debates. The position requires close cooperation with relevant stakeholders in the Western Balkans, including media, in order to reach the broader public on issues of the past. In this way, the Project Manager encourages a constructive discourse on these issues and thereby contributes to overcoming dividing narratives within and among these countries. The activities are also to be implemented in close cooperation with the other forumZFD offices in the region (Belgrade, Sarajevo, and Skopje).

The position is within the Department for Projects and Programmes of forumZFD and works directly with the Programme Manager in Prishtina. You will contribute to the Western Balkans Programme of forumZFD with your ideas and skills in the country office in Kosovo, as well as at the regional level in one of the DwP Working Groups. Responsibilities will include assuring the implementation and financial stability of the activities related to this position.

Specific tasks of this position include:

- Design and implement (incl. editing) the magazine focused on discussions and issues of DwP in the region
- Design and implement the circulation of magazine contributions to a wider audience of youth in the region through means of social media and other internet portals
- Establish and maintain contacts to relevant actors working on DwP (journalists, academic researchers, activists of other civil society organizations, etc.) and providing advice to these contacts on questions related to DwP
- Participate in the further development of the regional programme in the area of DwP

- Collaborate with other colleagues in the region within a regional working group focused on activities to DwP
- Manage activities by applying standards of planning, monitoring, and evaluation and financial management
- Support the political and public relations work of forumZFD locally, as well as in Germany

Your profile

For the tasks at hand, you bring the following:

- A university degree (e.g. political science, regional Southeast European Studies, etc.)
- Further qualification in the civil peace service or comparable knowledge of methods for civil and non-violent conflict management and work on issues surrounding DwP
- At least two years' experience in the field of journalism and/or public relations (preferentially using print media and various forms of social media)
- Work experience in the management of projects
- A high level of social competence, flexibility, ability to work in teams, and intercultural sensibility in a complex living and working environment
- Distinct communication skills with a strong awareness of aspects particular to the work within multicultural teams
- Fluent written and spoken English language skills (main project language)
- Solid IT-Skills and work experience in the use of social media
- Preferably citizenship of an EU-member country

Our offer

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

As a project manager working for forumZFD in Prishtina, you will have the opportunity to contribute your ideas and skills within the innovative and inspiring field of conflict transformation and peacebuilding in the Western Balkans.

Your application

Please send your application with pertinent documents in German or English (motivation letter, CV and references, preferably as a PDF document) **by 06 December 2017** to application@forumZFD.de

Short-listed candidates will be invited to an assessment center planned to be scheduled 11 to 13 December 2017. In case of any questions, please feel free to contact Ms. Kristen Schubert by e-mail (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. Information on our work in the Western Balkans may also found at www.westernbalkans.forumzfd.org. This job advertisement as well as further employment postings can be viewed at www.forumZFD.de/jobs

We are looking forward to your application!