

Vacancy Announcement

Programme Manager & Country Director, Kosovo (full-time)

Position: Programme Manager & Country Director, Kosovo (100%)

Location: Pristina, with regular travels within the country, sporadic travels to Berlin & regional offices

Reports to: Managing Director, Head of Finance

Duration: until end of 2024, subject to renewal of project and contract

Starting date: as soon as possible

About CSSP

CSSP is a specialised mediation organisation based in Berlin with teams in the respective countries of engagement. The organisation supports political and community leaders in transforming their conflicts through mediation and dialogue processes, facilitated by insider-outsider mediation teams. In addition, CSSP assists in building and strengthening conflict resolution and ADR systems.

The non-profit organisation was founded in 2006 as a “Lessons Learned” project from Prof. Dr. Christian Schwarz-Schilling’s work as the International Mediator in Bosnia and Herzegovina (1995 – 2004). CSSP started its work in the Western Balkans and expanded the peace mediation outreach to the Middle East and North Africa, South Asia, Eastern Europe and the Caucasus.

Who we are looking for:

We are looking for an international Programme Manager and Country Director based in Kosovo who will be perceived as an “outsider” to the context. Your main area of responsibility is to realise our programmes which focus on mediation and dialogue approaches and to manage a small team of colleagues from Kosovo. Together in the team, you will assess, design and implement political consultation and facilitation processes together, using the diversity of backgrounds and skills as your asset.

Working for a mediation organisation, your analysis, communication and collaboration skills are among your strengths. Additionally, you have experiences working in project contexts (entire project management cycle) and with donor regulations.

You can work with political representatives and institutions of various kind and levels and are experienced in manoeuvring the challenges which arise when “speaking with everyone”. You can work independently but are rather a team player and enjoy working in a small and agile team with low hierarchy. Ideally, you have already worked in Kosovo and know the context and dynamics.

The salary reflects a project coordination position and is based on an employment salary grid which will be specified in interviews.

Main responsibilities:

- Conceptualisation and implementation of mediation activities (including workshop and training settings) in Kosovo in close cooperation with the CSSP colleagues;
- Facilitation of mediation processes on Track II with links to Track I and III;
- Direct supervision of 2 Coordinators from Kosovo and 1 part-time financial assistant;
- Regular and frequent consultations with stakeholders from municipal and state institutions, civil society and community representatives;
- Regular consultations with representatives of the international community and donors;
- Project Management including budgeting a reporting (with support of colleagues);
- Funding research and proposal drafting (in English);
- Conflict analysis and analysis of the political developments in Kosovo;



- Active contribution to the development of CSSP's mediation approach and the internal developments of the organisation;
- Support to CSSP's activities in Berlin or the region upon need;

Qualifications required:

- At least 5 years of progressive experience in peacebuilding, mediation and dialogue processes with groups;
- Experience in leading and managing projects in similar contexts and public funding, including financial oversight and reporting;
- Experience in fundraising and project proposal drafting;
- Inclusive and participatory leadership skills and experiences in leading diverse teams;
- Strong intercultural, diversity and gender sensitivity;
- University degree in conflict transformation studies, political science, international law, social science, psychology or similar;
- Availability to frequently travel within Kosovo (day-trips) and limited multi-day trips;
- Fluency in English (written and verbal);

Desirable:

- Previous work experience of working in the region with international organizations (OSCE, UN, EU) or international NGOs;
- Knowledge of Albanian and or Serbian languages are a very strong asset;
- Solid experience as a trainer in the fields of mediation, dialogue, empathic communication, and empowerment;
- Mediation certification;
- Previous working experience in Kosovo and/or the Western Balkans with political representatives on state and municipal level;
- Experience in working in mixed teams of insiders and outsiders
- Strong social, empathic and diplomatic competencies, positive attitude and sense of humour.

What we offer:

A young and agile working environment, with kind, proactive and collaborative colleagues. Good working conditions with a high degree of own responsibility and flexibility. Possibility to directly contribute to the organizational strategic decisions, building new approaches and projects.

Learning experience in a team of professional and motivated international mediators and project managers. Possibility to be integrated into processes beyond Kosovo and professional peace mediation networks. A flexible environment, attentive to personal and family needs.

How to apply:

We are looking forward to your application until 7 July 2024, 24:00 CET. Please send your application including 1) a cover letter no longer than one page and 2) your CV in one pdf file to cluettmann@cssp-mediation.org. Applications will be reviewed on a rolling basis.

For more information, please refer to our website: www.cssp-mediation.org or contact us via email.