

## Vacancy Announcement Programme Manager & Integrative Mediator, Western Balkans (full-time)

**Position:** Programme Manager & Integrative, Western Balkans (full-time, 100%)

**Location:** based in Berlin, with regular trips to Bosnia and Herzegovina, Kosovo, North-Macedonia and pot. other countries of the region.

**Reports to:** Managing Director

**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 assist 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 experienced professional in the field of peacebuilding and mediation. Preferably, you have already worked with or in the Western Balkan region. Your main area of responsibility will be the implementation and further development of our mediation and dialogue approaches in the Western Balkan region, particularly regional approaches. You will be working closely with colleagues from the region and the Managing Director. You will also liaise with the Federal Foreign Office (regional department, peace mediation unit and relevant Embassies).

You will have the overall supervision of the implementation of the regional programme with personnel and managerial responsibilities, including working with institutional cooperation partners. You will represent CSSP and its work on the political level with various governmental and judicial actors of the region. In addition, you will also be involved in coordination in Germany or Brussels. Together with our colleagues and partners in the region, you will also develop and build up new interventions. For the position, it is important to be pro-active and to have the ability to self-responsibly implement activities and reach objectives of the programmes. The foreseen main working location is Berlin. You should be interested in regular “field trips” and flexible to travel to the region circa every 4-6 weeks.

The position is a full-time position. The salary is based on the German TVöD Bund public service employment salary grid and reflects a leading project management position.

### Main responsibilities:

- Implementation of regional mediation activities jointly with colleagues in and from the region (including lots of consultations, workshops and training settings)
- Facilitation of mediation processes on Track II with links to Track I and III
- Continuous developing of ongoing and also creation of new approaches in mediation and political dialogue in the region
- Regular and frequent consultations with local stakeholder, beneficiaries and project partners
- Regular consultations with political representatives, particularly in Bosnia and Herzegovina, Kosovo and also North-Macedonia
- Liaison with political actors, MPs and think tank in Germany
- Close coordination with the Federal Foreign Office and the German Embassies in the region

- Project Management including budgeting (with support of a finance manager)
- Regular Reports to donor institutions;
- Funding research and proposal drafting (in German and/or English);
- Active contribution to CSSP's mediation approach and the development of the organisation

**Qualifications required:**

- At least 5 years of 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;
- EU work permit;
- Availability to frequently travel to the region (approx. every 4-6 weeks);
- Fluency in English (written and verbal);
- Strong written and verbal communication skills

**Desirable:**

- Knowledge of Bosnian/Serbian/Croatian and also German is a strong asset;
- Solid experience as a trainer in the fields of mediation, dialogue, empathic communication, and empowerment;
- Mediation certification;
- Previous working experience in Bosnia and Herzegovina and/or the Western Balkans with political representatives on state and municipal level;
- Experience in working in mixed teams of insiders and outsiders;

**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 14 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](mailto:cluettmann@cssp-mediation.org). Applications will be reviewed on a rolling basis.

For more information, please refer to our website: [www.cssp-mediation.org](http://www.cssp-mediation.org) or contact us via email.