

## Vacancy Announcement

### Project Coordinator & Integrative Mediator, Kosovo (full-time)

**Position:** Project Coordinator & Integrative Mediator, Kosovo (full-time/100%)

**Location:** Kosovo, partially from the office in Pristina, partially from home, including intense day-traveling within Kosovo

**Reports to:** Programme Manager Kosovo, 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 a proactive colleague from Kosovo with mother-tongue Serbian to join our team in Kosovo. Your main area of responsibility will be to assess possibilities for, build and maintain networks in the context of our programmes. Working for a mediation organisation, your analysis, consultations and facilitation 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.

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

#### Main responsibilities:

- Analysis of and consultations with a wide range of actors from municipalities, institutions and civil society organizations
- Organise self-responsibly a schedule of actors to consult with, in order to build trust and realise inclusion into political processes;
- Preparation and implementation of activities which include facilitation of larger meetings and roundtables;
- Support to training activities in Kosovo in close cooperation with the CSSP colleagues;
- Conflict analysis and analysis of the political developments in Kosovo, also on municipal and regional level upon need;
- Translation during bilateral meetings if necessary;
- Close collaboration with the other coordinator and programme manager in Kosovo, regular consultation with colleagues in Berlin and other regional offices;
- Financial documentation and reporting on activities (to donors and within CSSP);
- Contribution to fundraising and new project developments;



- Active contribution to the development of CSSP's mediation approach and the internal developments of the organisation;

**Qualifications required:**

- At least 5 years of progressive experience in project implementation and coordination;
- Experiences dialogue process design and facilitation;
- Experience in managing and implementing projects in similar contexts and with public funding, including financial oversight and reporting;
- Experience in fundraising and project proposal drafting;
- High degree of proactivity, independence, while maintaining strong openness, transparency and collaboration with colleagues;
- Strong gender, intercultural and diversity sensitivity;
- Availability to frequently travel across the country (mostly day-travels, some multi-day trips);
- Serbian as a mother-tongue and fluency in English verbal and written) are necessary, Albanian language skills are welcome and an additional advantage;
- Strong written and verbal communication skills.

**Desirable:**

- Previous experience with international organization and/or INGOS;
- University degree in conflict transformation studies, political science, international law, social science, psychology or similar;
- Solid experience as a trainer in the fields of mediation, dialogue, empathic communication, and empowerment;
- Previous mediation training and experiences;
- Previous working experience in Kosovo and/or the Western Balkans with political representatives on state and municipal level;
- 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. 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.