

Vacancy Announcement for Albania Mediation Programme

We are searching for two: Project Coordinators for Albania (f/m)

WHO WE ARE

The programme “Strengthening the mediation system in Albania” will be realised by CSSP -Berlin Center for Integrative Mediation as the main implementing organisation together with its partners the National Chamber of Mediators and the Foundation for Conflict Resolution and Reconciliation of Disputes AFCR. The programme’s main partner is the Ministry of Justice.

CSSP – Berlin Center for Integrative Mediation (CSSP) is a non-profit organisation founded in 2005 as a “Lessons Learned” project by Christian Schwarz-Schilling’s work as the International Mediator in Bosnia and Herzegovina (1995 – 2004). CSSP, with headquarters in Berlin, Germany, initiated its approaches in the Western Balkans and has extended its mediation outreach to other regions such as the Middle East and North Africa, South Asia, Eastern Europe and the Caucasus. We work in diverse teams of international and local mediators (insider and outsider mediators) and provide services and expertise in the context of mediation, political dialogue and mediation systems.

The **National Chamber of Mediators** (NCM) was established as a public legal entity in 2013, in compliance with the requirements of the mediation law.

The Chamber operates independently of the state, with the mission to support the profession of mediators as well as the functioning and strengthening of the mediation process as an effective extrajudicial alternative for solving disputes in less time and cost based on the free will of the parties.

The Chamber has established the legal framework on the basis of which it operates, this includes, among others, the Mediators’ Code of Ethics and the Manual of Mediation Service Fees and Tariffs. The Chamber has also approved standards for mediation, trained mediators and therefore increased the amount of licensed mediators in Albania.

The **Albanian Foundation "Conflict Resolution & Reconciliation of Disputes"** (AFCR) is a non-governmental organization, established in 1995. It is a national professional civil society organization, focused on promoting, developing and implementing ADR/Mediation in Albania. The main areas of AFCR activity include: lobbying and advocacy for the legal framework for mediation in Albania; implementing pilot programs in the mediation area; capacity building for mediators, teachers, the judiciary, police, etc in the field of conflict resolution, ADR, mediation, restorative justice; providing mediation services in civil, family and criminal cases; implementing programs on education for peace and peer mediation; and conducting researches, surveys, monitoring, observations and publications in the related areas.

WHO WE ARE LOOKING FOR

We are looking for two Project Coordinators for our project supporting mediation in Albania, funded by the Norwegian Foreign Ministry, beginning 1st of February 2019. As Coordinator of the project team, your main areas of responsibility will be the implementation of our activities in Albania within an Albanian-international team in close cooperation with the Ministry of Justice

(MoJ) of the Republic of Albania, our Albanian partner organisations and the donor. You will be working under the supervision of the Head of Office and Integrative Mediator of the project, in close cooperation with the other Coordinator and a Finance Coordinator, also with two Mediation Center Coordinators.

The activities in Albania will focus on supporting the Ministry of Justice and other relevant actors in the implementation of the new law on mediation. Specific goals of the project are:

- Establishing expertise on by-laws, regulations and development of standards, clarifications on the interpretations of the law on mediation,
- Capacity building in mediation and professionalization of specific fields of mediation,
- Establishing two mediation centers as pilot infrastructure, and
- Carrying out outreach activities to supporters and potential clients of mediation services.

As Project Coordinator, your main responsibility will be the implementation of activities of the programme in close cooperation with our partners (MoJ, NCM, AFRCR). In a team of up to seven persons, you will contribute to the strategies of the programme. We need you to be flexible in order to adapt to a dynamic environment, sensitive in order to understand the interests and needs of actors and skilled in communication in order to actively involve diverse actors of the mediation network. Together with your supervisor and colleagues, you will represent the programme and its work throughout all activities.

The position is a full-time position, starting preferably as of February for the duration of 12 months with the possibility of extension for another 12 months. Further tenure may be extended subject to a potential continuation of the programme by the donor. The salary reflects a coordination position within a non-governmental organisation.

One Coordinator will be contracted by NCM, the other one by AFRCR while all team members of the programme will work closely together from a joint office as the main “hub” of the programme.

CHARACTERISTICS AND QUALIFICATIONS OF THE FUTURE PROJECT COORDINATORS FOR ALBANIA

Mandatory

- Mediation expertise and experience,
- Project management and coordination experience in Albania (minimum 3 years), experience in implementing projects with international funding,
- Mother tongue Albanian and fluency in English (written and verbal, for meetings, correspondence and reporting),
- Experience in working with partner organisations and/or in consortiums of organisations,
- Experience in working in a diverse team and independently,
- Working under the supervision of the team leader, accompanying to key meetings, providing full assistance, support in translation upon need,
- Experience in working in a political context, with Ministries, municipal officials, international representatives and civil society,
- Ability to represent the programme in the absence of the team leader,
- Very good social and communication competencies, especially in politically sensitive settings and networks with multiple actors,
- Ability to work pro-actively and come up with plans, drafts and suggestions,
- Ability in taking the organisational lead in planning and implementing project activities,

including all related logistics:

- bookings training venues,
- coordinating transport,
- communication with participants and partners,
- booking hotels, arranging meals & refreshments, booking flights, equipment, translations and others),
- buying material for activities and office supply.

Additional advantage / preferably

- Knowledge of the mediation system, of the interaction the Ministry of Justice and the National Chamber of Mediation, between mediators, courts, prosecutors, social workers, clients and others,
- Members of the National Chamber of Mediation,
- Experience in mediation training,
- Experience in facilitation (e.g. working groups, workshops and others),
- Ability to translate between Albanian and English (e.g. in meetings, texts)
- Readiness to work overtime when needed (with equivalent time compensation),
- Driving license and readiness to drive in the context of the project (with compensation),
- Legal background,
- Experience in outreach and public information approaches,
- Availability within in short time-frame (1-4 weeks).

WHAT WE OFFER

- A demanding and exciting opportunity to substantially support the mediation system in Albania and the implementation of the new law on mediation,
- Possibility to network and cooperate with key mediation actors in Albania,
- Good working conditions based in the centre of Tirana (close to Rinia Park),
- Support from and learning opportunities with experienced and motivated national and international colleagues from CSSP, NCM and AFCR, also from mediation experts from the region,
- Administrative and management support from the CSSP office Berlin,
- Space for professional development and active contribution within the programme and the organisations,
- 12 months full-time contract with the possibility of extension for another year.

HOW TO APPLY

We are looking forward to your application until 20.01.2019, including a cover letter and a CV.

Please send your application to: albania@cssp-mediation.org

Many thanks for your interest and time invested in your application.