

Part-time position available as Financial Administrator (f/m/d) for international mediation project

Place of work: Berlin, Germany

The position with 20% of working time is available as of immediately for the duration of the project, until August 2020. Further employment or an increase in working hours is possible, dependent on further financing and/or project extension.

Who we are

CSSP – Berlin Center for Integrative Mediation develops and implements political mediation processes in transforming countries. CSSP was founded in 2005 as a registered non-profit organization to benefit from the experience of Christian Schwarz-Schilling from his time as International Mediator in Bosnia Herzegovina (1995-2004). Our headquarters are located in Berlin Tiergarten, and we have local offices in Kosovo, Bosnia Herzegovina and Albania.

Who we are looking for

CSSP is looking for a financial administrator (f/m/d) for our mediation project in Albania, financed by the Norwegian Foreign Ministry. CSSP, along with two local partner organizations, is supporting the Albanian government in implementing a new mediation law and in establishing mediation in the legal system as well as in the community. As a member of the project team, you will be responsible for (English language) financial and administrative processes (booking of expenses, fund applications, preparation of financial reports, other administrative tasks). You will be expected to communicate closely with your counterparts in Albania and with the Head of Finance in Berlin.

What we expect

- Relevant professional or academic degree (preferably in Public Administration, Finance, etc) or comparable work experience,
- Experience in financial administration and book-keeping, preferably with public funds,
- Very good knowledge of Office programmes, especially Excel,
- High affinity to numbers and precision,
- Excellent written and spoken English (Albanian and/or German an advantage),
- Willingness to work independently in an international and diverse team.

What we offer

- Ability to contribute to the fields of peace mediation and international state-funded projects,
- Very good working conditions in an open, friendly and international team,
- Flexible working hours,
- Payment according to German public salary grid TVÖD

Interested?

Please contact us for further information.

We look forward to receiving your application with a motivation letter and CV until 28th February 2019 at jobs@cssp-mediation.org