



Forum Ziviler Friedensdienst | Forum Civil Peace Service (*forumZFD*) –
Skopje Office

Vacant Positions at ForumZFD branch office in Skopje

(1) Project Manager

(1) Project Coordinator

Forum Ziviler Friedensdienst / Forum Civil Peace Service (*forumZFD*) is a German civil society organisation that is active in the field of peace building, dealing with the past and enhancing a culture of peace and nonviolence.

For its office in Skopje, *forumZFD* is seeking a full-time 1 project coordinator and 1 Project Manager, for supporting the implementation of activities of *forumZFD* in Macedonia and the Western Balkans. The main field of activity of *forumZFD* in Macedonia is **dealing with the past (DwP), peace education and community consulting / mediation**. The project coordinator and project manager will be part of the Skopje office team of *forumZFD*, implementing activities in one or more of the above named fields in close cooperation with local partners in Macedonia. The duration of the employment contract is limited to December 2016. A contract extension is possible if further funding of the position will be secured. The commencement of duties is February 15th, 2015. The successful candidate can expect a dynamic field of work and cooperation within an internationally composed team on a national and regional level.

Position profile:

- Supporting the implementation of activities in terms of project content, logistics, financial administration, various forms of organizational support;
- Communication in English with local partners and other *forumZFD* offices in the Western Balkans region (Belgrade, Sarajevo, Pristina) regarding the implementation of activities;
- Reports to Project Managers and Program Manager in Skopje;
- Participation in planning, monitoring and evaluation processes of activities in Macedonia;
- Traveling in the Western Balkans region if necessary;
- Have secondary responsibilities for subareas of a content, technical or financial nature;
- Carry out tasks independently according to general guidelines or to specific instruction;
- Reflects and applies values and principles of conduct of *forumZFD* (*inter alia* nonviolence, impartiality, partner orientation, sensitivity to conflict, gender and intercultural aspects) in his/her work with colleagues and partners;

Requirements:

- Educated to university degree level in a relevant discipline such as social sciences, psychology, law, management or other;
- Proven experience in working with or implementing projects for civil society organizations, preferably peacebuilding NGOs, and a general understanding of the concepts of peacebuilding and dealing with the past;
- Good knowledge of the political and social environment in Macedonia and the Western Balkans, with a good understanding of the challenges regarding implementation of activities, if possible in the above mentioned working fields in Macedonia and the region;
- Basic knowledge and skills in public relations / journalism as well as abilities to be outspoken and articulate in public;
- High proficiency in application of office software (MS Word, Excel, PowerPoint);

- Very good English and Macedonian written and oral communications skills, Albanian could be an asset.
- Citizenship of Macedonia;
- Driver's licence and driving experience;

For the post of **Project Manager** these additional skills are required:

- Implementing activities in terms of project content, logistics, financial administration, various forms of organizational support;
- Have primary responsibilities for subareas of a content, technical or financial nature;
- Proven experience in managing independently project budget and ability to understand and handle financial processes;
- Basic knowledge of understanding basic principles, rules and regulations of accountancy;
- Proven experience in leading projects in regional level and managing secondary personal responsibilities (coordination and allocation of the work).

Interested candidates are requested to send a CV in English language and motivation letter (max. one page) by email to office@forumzfd.mk no later than January 31st, 2015.

The job interviews only for shortlisted candidates will be scheduled in the period from February 2nd to 6th, 2015.

Starting salary for the post of the Project coordinator: 500 eur. NET

Starting salary for the post of the Project Manager: 600 eur. NET

Note:

- * No Phone calls or personal visits related to this vacancy will be accepted.
- * Only shortlisted candidates will be contacted.

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