

Vacancy Announcement for Albania Mediation Programme

We are searching for: Project Finance Officer for Albania (f/m)

WHO WE ARE

The programme “Strengthening the mediation system in Albania” is realised by CSSP - Berlin Center for Integrative Mediation as the main implementing organisation, together with its partners the National Chamber of Mediators and the Albanian 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 insider and outsider mediators and provide services and expertise in the context of mediation, political dialogue and mediation systems.

WHO WE ARE LOOKING FOR

We are looking for a Financial Officer to support the team in Albania (6 persons) and oversee the budget, accounting and support the team with administration and logistics support.

The Finance Officer will be under the operational supervision of the Head of Tirana Office and CSSP Programme Leader (finance administration in general, online banking, legal and fiscal matters, support to activities) and under the technical supervision of the Berlin Head of Finance (communication, controlling and management of bookkeeping, invoices, financial reporting).

The Finance Officer is the key person of the programme team to manage all payments, instalments from Berlin, accounting, cash flow management and administrative procedures.

The position is a part-time position with 30 hours per week starting as soon as possible 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 finance officer position within a non-governmental organisation.

CHARACTERISTICS AND QUALIFICATIONS OF THE FUTURE FINANCIAL OFFICER ALBANIA

Mandatory

- Finance management and accounting experience in Albania (minimum 3 years), experience in dealing with international funding,
- Mother tongue Albanian and fluency in English (written and verbal, for meetings, correspondence and reporting),
- Administration of finances and bookkeeping for all project-related expenditure in Albania using CSSP’s Excel-based systems,
- Control of cash flow and support to the Head of Office in financial planning,

- Experience in working in a diverse team and independently,
- Working under the supervision of the team leader,
- Very good social and communication competencies
- Experience (min 3 years) with online banking and payment in a business setting,
- Control of adherence to donor (Norwegian Ministry of Foreign Affairs) and CSSP policies and regulations and ability to control all expenditure based on these,
- Knowledge of and management of local tax report requirements and reporting for CSSP in Albania (organisational taxes, personnel related payments and legal requirements),
- Support of CSSPs Head of Finance for end of year budgeting and reporting,
- Support of project activities, including administrative and logistical assignments, such as:
 - booking training venues,
 - coordinating transport,
 - booking hotels, arranging meals & refreshments, booking flights, equipment, translations and others,
 - buying material for activities and office supplies.

Additional advantage / preferably

- Experience in working in a civil society organisation and experience in working with partner organisations and/or in consortiums of organisations,
- Ability to translate between Albanian and English (e.g. in meetings, texts) for internal purposes,
- Readiness to work overtime when needed (with equivalent time compensation),
- Driving license and readiness to drive in the context of the project (with compensation),
- 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,
- 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 and Berlin,
- Administrative and management support from the CSSP office Berlin,
- Space for professional development and active contribution within the programme and the organisations,
- Family-friendly and flexible work conditions, attractive salary package including CSSP's private top-up health care,
- 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 as a pdf document to: albania@cssp-mediation.org

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