



## **Project Coordinator (part time)**

- Start date: Ideally 1 May 2018 or soon thereafter
- Duration: 1 year (with the possibility of extension)
- Working hours: 2 days per week, ideally Thursday-Friday but other days are possible
- Location: Berlin, Germany
- Salary: €2500 per month before tax pro rata (€1000 before tax based on 2 days per week)
- Holiday: 25 days of paid leave per annum (pro rata)
- Application closing date: 3 April 2018, interviews expected shortly thereafter

### **Background**

Founded in 2015 and registered in Berlin, Germany, the Civil Forum for Asset Recovery (CiFAR) is a non-profit, which works across the globe for transparency and accountability in the investigation, confiscation and return of public money stolen through corruption. Since its founding it has worked in a range of areas to support more citizen and civil society involvement and public debate in illicit financial flows and asset recovery. This has included running projects to support early-career journalists to investigate cross-border corruption, providing trainings to civil society and young people on asset recovery, running public awareness campaigns and events, engaging with governments to discuss ongoing cases, presenting the work of civil society at international forums and supporting collaboration between civil society across borders.

CiFAR is looking to hire a part-time Project Coordinator to focus to join our team. The coordinator will report directly to the leadership team and will primarily be managing a new project aiming to assess and raise compliance with sanctions regimes in the EU. This will include both developing advocacy tools and presenting these tools at various fora and ensuring quality research into sanctions regimes. The coordinator will also support CiFAR's work more generally and, as a young organisation, can expect plenty of opportunities for growth. We are looking for someone who is excited and committed to our work and has ideas for how to take our it further.

### **Job description**

- Management of a new advocacy project, including start-up, implementation, reporting and directing the work
- Identifying needs and contracting with consultants and supplies
- Management and quality control of research
- Representation of CiFAR at external events, including public speaking
- Organising CiFAR public events
- Identifying and applying for new funding opportunities
- Potential management of an intern and volunteers

### **Person specification**

- At least 2-3 years' project management and/or advocacy experience, ideally in the non-profit sector and in research
- A university degree in social science, law, administration, journalism, economics or similar
- Experience in organising events, public speaking
- Experience in managing research and research consultants
- Experience in budget management



- Experience within the anti-corruption sector highly desired, a commitment to anti-corruption essential
- Fluent in English, German highly desirable
- Experience in fundraising highly desirable

We are committed to a working environment in which everyone has an equal opportunity to fulfil their potential. We welcome applications from suitably qualified people from all sections of the community and actively encourage applications from persons part of disadvantaged groups.

We are unfortunately only able to accept applications from persons who already have a right to work in Germany.

Note: This position is subject to donor approval of the project.

### **Application**

To apply please send a CV and one-page cover letter to [info@cifar.eu](mailto:info@cifar.eu) with the subject line 'Project coordinator' by the 3<sup>rd</sup> of April 2018.