

PROJECT COORDINATOR (PART TIME / 50% FTE)

Advancing asset recovery in Mozambique

- Start date: February/March 2022 (pending on donor approval)
- Duration: 1 year (with the possibility of extension)
- Working hours: 50% (2,5 days per week, ideally Wednesday-Friday but other days are possible)
- Location: Berlin (with remote work possible)
- Salary: [TV-L E9a \(Step 1\)](#) – currently € 3,136.59 full time / € 1568.30 at 50% before taxes
- Holiday: 30 days of paid leave per annum (pro rata)
- Application closing date: 20 January 2023, 23:00 CET, interviews expected shortly thereafter

Background

Founded in 2015 and registered in Berlin, Germany, the [Civil Forum for Asset Recovery \(CiFAR\)](#) is a non-profit, civil society organization 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.

In its current engagement in Mozambique, CiFAR is starting a project aiming to make asset recovery more efficient, transparent and accountable in Mozambique through a stronger involvement of CSOs in these processes.

Job description

Management of the project *Advancing asset recovery in Mozambique*, including start-up, implementation, reporting and directing the work, in cooperation with the Director, including:

- Planning, implementation and evaluation of all project activities as per project description
- Overall guidance and support to local partners in conducting activities
- Participation in mentoring activities
- Reviewing and contribution in all position papers and other publications
- Participation in public events
- Identifying needs and contracting with consultants and supplies
- Management of consultants and support of local partners
- Coordinating the organisation of events



Person specification

- At least 2-3 years' project management experience, ideally in the non-profit sector
- Experience in anti-corruption or a good understanding of how this sector works, a commitment to anti-corruption essential
- A university degree in, social science, law, administration, economics or similar
- Experience in organising events and public speaking
- Experience in budget management, especially in the non-profit sector
- Fluency in English and Portuguese required

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 with the subject line 'Project coordinator – Mozambique' by 23:00 CET on 20 January 2023.