

Policy and Network Coordinator (Part time, 0.6 FTE)

- Start date: Ideally July / August 2023
- Duration: Initially until 30 April 2024, but with likely donor approval until 30 April 2025 (with the possibility of further extension)
- Working hours: 60% (3 days per week, ideally Wednesday-Friday but other days are possible)
- Location: Berlin
- Salary: [TV-L 9a](#) (Step 1) – currently € 3,136.59 full time / € 1,881.95 at 0.6 FTE before taxes
- Holiday: 30 days of paid leave per annum (pro rata)
- Application closing date: 15 June 2023, 18:00 Berlin time, with interviews expected shortly after

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 CiFAR 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.

We are currently looking for a Policy and Network Coordinator to join our growing team. The role of this person will be to lead our outreach to policymakers, support our partner civil society organisations to engage nationally and regionally on policy initiatives, follow up on case and thematic working groups, and develop regional and global civil society-led policy initiatives.

Responsibilities

- Outreach to and building a network amongst officials and politicians engaged in asset recovery, particularly in the Global North
- Participation and support to thematic and country-case based CSO groups, identification of new areas where coordination could add value and creation of new thematic groups, with a focus on Africa, Latin America and Europe
- Leading on the development of CSO principles on asset management, sanctions and victims, presentation of principles at various forums and engagement with officials on implementation of principles
- Leading the development of policy positions for our second Global CSO Asset Recovery Forum in 2024, including topic identification and outcomes
- Preparation of submissions to and presentation of policy positions developed throughout the project at national, regional and global events relevant to asset recovery

- Promote our work through effective communication, including supporting our work to develop a strong communications strategy and assisting in implementing that strategy
- Together with the Research Manager:
 - Promote and engage with policy makers on research outputs
 - Support research activities through partner engagement, including working with partners on enablers of kleptocratic wealth transfer across priority countries
 - Provide trainings and support for partners in understanding the role of sanctions as a tool for asset recovery and facilitate their input into discussions around sanctions
- Support the strategic development of CiFAR's advocacy work with the Policy Director, through identifying new areas of engagement, tools and tactics

Person specification

- At least 3 years' experience in policy and network support work, 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
- Fluency in English, working proficiency in French, Spanish or Portuguese 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.

Application

To apply please send a CV and one-page cover letter to info@cifar.eu with the subject line 'Policy and Network Coordinator' by 23:00 CET on 15 June 2023.