



CIVIL FORUM FOR ASSET RECOVERY

Köpenicker Str. 147, 10997 Berlin, Germany  
Registry Number VR 34993 B Amtsgericht Berlin,  
Charlottenburg

## Project Coordinator / PART TIME (French Speaking)

- Start date: 1 February 2025 or earlier
- Duration: 16 months (with the possibility of extension)
- Working hours: 20 hours per week (0.5 FTE)
- Location: Berlin, Germany
- Salary: [TV-L E9a](#) (pro rata)
- Holiday: 30 days of paid leave per year pro rata
- Application closing date: 31 December 2025 12:00 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.

CiFAR is looking to hire a Project Coordinator for a new Expertise France/EU funded project to join our team. The project, in collaboration with partner organisations, aims to strengthen the engagement of CSOs in Benin, Ghana and The Gambia and in West Africa more broadly in addressing illicit financial flows (IFF) and for effective asset recovery. To do so, it will 1) Strengthen the capacity of CSOs in Benin, The Gambia, and Ghana to become CSO leaders in creating coalitions to promote asset recovery reform, 2) Develop understandings of the shortcomings and challenges of institutional and legal asset recovery frameworks in the target countries, 3) Strengthen understandings and knowledge by citizens in the target countries about the opportunities and challenges of asset recovery as a tool to combat IFF, 4) Strengthen the engagement of CSOs in the three target countries and in West Africa with key regional and continental initiatives addressing IFF and asset recovery.

The project coordinator will be responsible for the coordination and successful implementation of all project activities, monitoring activities on the ground, coordinating activities with partners, and preparing interim and final reports.

With CiFAR, you 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 work further.



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## Job description

- Organising and ensuring the smooth planning and running of all project activities, in cooperation with project partners
- Preparing financial and narrative donor reports and ensuring proper accounting for projects across the organisation
- Liaising with project partners to ensure projects are well implemented
- Coordinating advocacy actions and engaging with key stakeholders
- Identifying needs and contracting consultants and suppliers, ensuring compliance with procurement processes and managing payments
- Representation of CiFAR at external events, including public speaking and trainings
- Travels to project countries and relevant international fora
- Identifying further funding opportunities

## Person specification

- 3-5 years' project support and coordination experience, ideally in the non-profit sector (internships count for this)
- Experience in preparing and managing budgets, project accounting and financial and narrative reports
- A university degree in project management, social science, law, administration, economics or similar
- Experience in organising events and public speaking
- Experience within the anti-corruption sector highly desired, a commitment to anti-corruption essential
- Fluency in English and French
- 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.

## 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 - EF' by the 31 December 2025, 12pm CET.