



Vacancy Announcement

Project Manager at the Civil Society Forum e.V.

Civil Society Forum e.V. (CSF) is looking for a full-time Berlin-based Project Manager for one of its Solidarity projects. The appointment is from **01.12.2024 until 31.03.2025** (with a possibility of extension subject to availability of funding).

Civil Society Forum is a network of non-governmental organisations working across Wider Europe to build civil society beyond borders. Established in 2011 as a bottom-up, non-partisan civic initiative, CSF serves as a platform for joint activities, support, solidarity, and civic influence on policy- and decision-making at the (inter)governmental level. We aim to build bridges between civil societies, based on shared values of pluralistic democracy, rule of law, human rights, social and climate justice. Our members historically include a wide thematic range of organisations from 20+ countries.

Our website: <https://csf-ev.org/>

Job Summary:

The Project Manager will join a dynamic team responsible for implementing a project for civil society representatives from Wider Europe in Berlin, established as part of the CSF Solidarity Programme. Under the guidance of the Solidarity Programme Lead, the Project Manager will oversee the efficient management of daily operations, logistics, and infrastructure of the project. They will also be responsible for developing and executing a support programme for project participants, coordinating the work of case managers, and maintaining communication with key stakeholders.

Responsibilities:

- Drafting and translating project-related documentation (concept notes, calls, etc.)
- Running recruitment, verification of incoming applications, selection, and awarding process.
- Managing logistics.
- Day-to-day project management and liaising with key service providers.
- Developing and executing a support programme, organising events, moderating group formats.
- Supervising the work of the project's facility manager and case managers.
- Contract management, providing administrative support to the project.
- Contributing to the monitoring and evaluation of the project.

- Providing support with preparation of project reports and funding applications.
- Contributing to the project development and raising awareness about the project.
- Communication with key project stakeholders and partners including local and national authorities, partner NGOs, institutions, etc.
- Organisation of project-related meetings (physical and online).
- Keeping track of the project's supplies, databases, document archives, and calendars.

Minimum requirements:

- 3 years of professional experience in the field of project management in (I)NGOs, cultural, social, or political institutions.
- Academic degree in a relevant field (social/political sciences, management, or similar).
- Knowledge of the regional context, needs, and challenges faced by civil societies in Wider Europe.
- Demonstrated experience of managing people and teams.
- Excellent organisational, problem-solving, decision-making, and administrative skills.
- Excellent fundraising, stakeholder management, and reporting skills.
- Strong communication, networking, presentation, and moderation skills.
- Event management, contract management experience.
- Excellent command of the English language (minimum C1 level).
- Knowledge of Microsoft Excel and project management software.
- Ability to prioritise and plan effectively; responsibility and commitment.
- Proactivity; ability to work both in a team and individually.
- Valid work permit for Germany.

Preferred qualifications:

- Experience in managing capacity building and psychological rehabilitation programmes.
- Experience in working with vulnerable groups; understanding the specifics of working with trauma; emotional intelligence.
- Ability to work in diverse, multicultural teams.
- Working proficiency in German.
- Working proficiency in one or more languages of Eastern Europe/Caucasus region.

We offer:

- Full-time employment contract (40 hours per week) at the CSF Secretariat in Berlin from 01.12.2024 until 31.03.2025 (with a possibility of extension subject to funding).
- Hybrid work model: based in Berlin with flexibility for remote work several days a week, depending on scheduled in-person events.
- Dynamic job in a growing and innovative international project, involving interaction with leading non-governmental actors in the EU, Eurasia, and beyond.
- Friendly working atmosphere and competent international staff.

- Competitive salary. Accommodation/ potential relocation and other related costs are borne by the candidate.

How to apply:

The application should contain a letter of motivation (max. 1 page) and a CV (max. 2 pages). Please indicate in your CV two reference contacts and your current work permit status.

Deadline for applications: 3 November 2024 (23:59 CET). We encourage early applications as candidates will be considered on a rolling basis.

Kindly submit your application as a single .pdf file via email with a subject line “Project Manager Application” to vacancy@csf-ev.org