

Vacancy Announcement for Albania Mediation Programme

We are searching for: Administrator of the Durres Mediation Center Albania (f/m)

WHO WE ARE

The programme “Strengthening the mediation system in Albania” is implemented by CSSP - Berlin Center for Integrative Mediation as the main implementing organisation, together with its partners the National Chamber of Mediators (NCM) and the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR). The programme’s main partner is the Ministry of Justice.

CSSP – Berlin Center for Integrative Mediation (CSSP) is a non-profit organisation founded in 2005 as a “Lessons Learned” project by Christian Schwarz-Schilling’s work as the International Mediator in Bosnia and Herzegovina (1995 – 2004). CSSP, with headquarters in Berlin, Germany, initiated its approaches in the Western Balkans and has extended its mediation outreach to other regions such as the Middle East and North Africa, South Asia, Eastern Europe and the Caucasus. We work in diverse teams of insider and outsider mediators and provide services and expertise in the context of mediation, political dialogue and mediation systems.

WHO WE ARE LOOKING FOR

We are looking for an Administrator for the Mediation Center in Durres (Albania), being part of the programme team in Albania. She/he will set up the Center, contribute to the development of the procedures with the support of the programme team, manage the Center and establish proficient relationships with the judicial authorities and potential clients of mediation and mediators. The main aim of the Mediation Center and Administrator is to increase the number of mediated cases. In order to achieve that aim, the Center needs to become a hub and create a dynamic of cooperation among licensed mediators as service providers, the institutions which refer cases (judicial, police, social workers, public and private actors) and the clients.

The Administrator will work under the operational supervision of the Head of Tirana Office and Integrative Mediator of the project, in close cooperation with the Project Coordinators and the Finance Coordinator. The Center Administrator will also closely exchange with her/his colleague, the Administrator of the Mediation Center in Tirana.

The position is a full-time position with 40 hours per week starting as soon as possible for the duration of 12 months (incl. 3 months of probation) with the possibility of extension. Further tenure may be extended subject to a potential continuation of the programme by the donor. The salary reflects an administrator position within a non-governmental organisation.

Working under direct supervision of CSSP Head of Tirana Office and in coordination with the Project Coordinators, the Administrator will be responsible for:

- Setting up the Mediation Center (finding the office to rent, providing the necessary

- furniture and equipment, following the administrative and bureaucratic procedures);
- Managing the Mediation Center, which will serve as the venue for mediating cases (out-of-court and court-referred cases);
 - Coordinating closely and pro-actively with relevant courts and judges, prosecutors and other institutions that could refer cases to mediation;
 - Maintaining all necessary data for the management and administration of cases;
 - Supporting the CSSP team in the creation of a database for mediation cases;
 - Administrating finances of the office and compensations for mediated cases;
 - Working closely with NCM/AFCR to ensure that the Center is fulfilling the objectives of the programme;
 - Supporting the overall development of the mediation programme activities and other activities as required;
 - Contacting pro-actively all persons and institutions that might have an interest in mediation;
 - Plan and implement activities outside the Center, e.g. workshops, capacity building, outreach activities;
 - Serve as focal point and connector for all interested parties;

CHARACTERISTICS AND QUALIFICATIONS OF THE ADMINISTRATOR FOR DURRES MEDIATION CENTER

Mandatory

- University Diploma, preferably with expertise in legal context;
- Thorough knowledge of mediation;
- Mother tongue Albanian and fluency in English (written and verbal, for meetings, correspondence and reporting),
- Minimum of two years' experience in management of an project and/or office,
- Experience in finance administration and accounting;
- Experience in project/office administration and database management (excel or other programs);
- Experience in working in a diverse team, pro-active and independent, under the supervision and support of the team leader,
- Very good interpersonal, trust-building and networking skills,

Additional advantage / preferably

- Mediation Licence,
- Experience in working in a civil society organisation and with partner organisations and/or in consortiums of organisations,
- Experience in working with courts, judges and other judicial institutions,
- Experience in building up new structures,
- Ability to translate between Albanian and English (e.g. in meetings, texts) for internal purposes,
- Readiness to work overtime when needed (with equivalent time compensation),
- Driving license and readiness to drive in the context of the project (with compensation),

- Availability within in short timeframe (1-4 weeks).

WHAT WE OFFER

- A demanding and exciting opportunity to substantially support the mediation system in Albania and the implementation of the new law on mediation,
- Support from and learning opportunities with an experienced and motivated national team of international colleagues from CSSP, NCM and AFCR, also from mediation experts from the region,
- Administrative and management support from the CSSP office Tirana,
- Space for professional development and active contribution within the programme and the organisations,
- Family-friendly and flexible work conditions, attractive salary package including CSSP's private top-up health care,
- 12 months contract with the possibility of extension until the programme ends.
- Potential to create a continued position beyond the programme, depending on outcomes and funding and/or sustainability opportunities.

HOW TO APPLY

To apply, please send your application in English, including a) a cover letter and b) a CV, both in pdf, to: albania@cssp-mediation.org by **23.06.2019**. Please note that only short-listed candidates will be contacted.

Many thanks for your interest and the time invested in your application.