

Call for Applicants

HEAD OF CONFLICT RESOLUTION PROGRAM

The Austrian Study Centre for Peace and Conflict Resolution (ASPR) is an independent, non-profit, and non-partisan organisation. It is engaged in research, education, training, and conflict transformation. More information about the institute and its activities can be found on its website (www.aspr.ac.at).

The ASPR seeks a **Head of its Conflict Resolution Program** as of 1 February 2022.

The Conflict Program Manager will be responsible for:

- acting as nexus between director and project managers in the conflict resolution program,
- coordinating and managing staff of the conflict resolution program,
- strategic and programmatic development of the conflict resolution portfolio with focus on management of project acquisition,
- managing project managers of the conflict resolution program,
- management and improvement of higher-level control processes (quality assurance, personnel management, finance, PR, infrastructure),
- preparation of decision-making processes for the director,
- expansion and development of national, regional and international partnerships.

Person specifications:

- Master's degree in a relevant field,
- ten years of work experience in/with areas of conflict in peacebuilding, as well as work experience with relevant political authorities,
- practical experience in the field of peace and conflict resolution and security research,
- experience with program or donor management in conflict resolution,
- excellent oral and written communication skills in English, German is an asset, knowledge of French, Russian and/or Arabic are desirable,
- experience in finance,
- experience in coordinating teams, excellent leadership and managerial skills including in conflict areas,
- experience in liaising with public relations and the media,
- experience in acquisition of third-party funding,
- experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in,
- experience of working in culturally sensitive areas thereby managing circumstances through high level of diplomacy and tact,
- demonstrated ability for (political) strategic thinking and analysis (oral and written),
- experience in developing linkages with INGOs, Government agencies, Institutional donors, and other stakeholders,

- ability and willingness to travel extensively including to conflict areas and work independently,
- legal possibility to work in Austria.

The Head of Conflict Resolution Program will report to the ASPR director. The position is based in Vienna, Austria, for which EU citizenship or a valid work permit for Austria is a prerequisite.

Please send your application documents, consisting of a letter of motivation that outlines how the criteria for the position are matched, and a curriculum vitae, including the names and contact details of two referees, via e-mail to the Austrian Study Center for Peace and Conflict Resolution (ASPR), Rochusplatz 1, A – 7461 Stadtschlaining, pruscha@aspr.ac.at.

The deadline for applications is 28 November 2021 (end of the day). Delayed applications cannot be considered.

