

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

The ASPR seeks a

## PROJECT MANAGER for West Africa

Application deadline:	<b>01 August 2022</b>
Workplace:	<b>Stadtschlaining or Vienna, Austria</b> (with frequent travel to Western Africa)
Starting date:	<b>01 September 2022</b>

### **The Project Manager will be responsible for:**

Management and coordination of all project aspects, regardless of the place of implementation such as West Africa and Austria.

- Point of Contact for all partners in West Africa (such as the KAIPTC), relevant partners in Austria (such as the Austrian Development Agency and the Austrian Ministry of Defense) and elsewhere.
- Planning, preparation, implementation and evaluation of topic-specific courses and workshops.
- Contribute to the development of the curricula, the preparation of the training programs, the implementation of the trainings, as well as research activities.
- Responsible for technical and topic-specific support of project-relevant public relations work.
- Maintaining and developing relationships with the ASPR's partners and networks in West Africa.
- Ensuring the development of the project by actively searching for national, regional and international cooperation partners for the project relevant topic.
- Reporting and project monitoring in accordance with the guidelines of the funding institutions.
- Ensuring that projects are implemented according to budgets, Logframes, deliverables, and donor requirements.
- Participating in the development of further ASPR capacity development and conflict transformation projects and cross-cutting activities.

**ÖSTERREICHISCHES STUDIENZENTRUM FÜR FRIEDEN UND KONFLIKTLÖSUNG (ASPR)**  
**AUSTRIAN STUDY CENTRE FOR PEACE AND CONFLICT RESOLUTION (ASPR)**

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Bank: Raiffeisenbezirksbank Oberwart · IBAN: AT96 3312 5000 0020 7779 · BIC: RLBBAT2E125

### Person specifications:

- Master's degree in a relevant field (essential),
- five years of work experience in/with fragile and conflict affected states as humanitarian, development, peacebuilding, and/or research practitioner (essential),
- practical experience in working with donor organisations such as Logframe handling, budgeting, monitoring, reporting (essential),
- two years of project management experience (essential),
- experience in the West African context (essential),
- C2 skills in English and B2 in French spoken and written (essential), knowledge of German (desirable),
- Competencies on Conflict Sensitivity, Gender and Diversity (essential),
- excellent teamworking skills and ability to work under pressure (essential),
- ability to travel to the region as per project requirements (essential),
- established networks in West Africa (desirable),
- practical experience in conflict transformation and peacebuilding activities (desirable),
- experience in project communication and fundraising (desirable).

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The Project Manager will report to the ASPR director and the ASPR Head of Capacity Development. The position is preferably based in Stadtschlaining or Vienna, Austria, for which EU citizenship or a valid work permit for Austria is prerequisite. Alternative arrangements, however, may be made in accordance with the ASPR. The position is two-year fixed term with the possibility of extension.

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 email to [pruscha@aspr.ac.at](mailto:pruscha@aspr.ac.at).

The deadline for applications is 01 August 2022 (end of the day). Delayed applications cannot be considered.