

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

The ASPR seeks a

Senior Project Manager International Civilian Peacebuilding Training Programme (IPT)

Application deadline: **20 October 2022**

Workplace: **Stadtschlaining or Vienna, Austria**

Starting date: **15 November 2022**

Background and Purpose of the Position:

Conducted since the 1990s, ASPR's International Civilian Peacebuilding Training Programme (IPT) is based and builds on the exchange between practice and research. The more than 2000 alumni from our programme come from 133 different countries and work primarily in civil society or government organizations, in international organizations and peace missions. Both the content and format of our programmes are based on state-of-the-art peacebuilding discourses and the needs of our participants and relevant organizations. They are regularly reflected and further developed through needs assessments, feedback and exchange with international experts from theory and practice. We run on-site courses, which are held in Austria and regionally. Upon request we also tailor our courses to the needs of specific organizations and countries. Within the framework of our Core Course, we impart basic knowledge and skills related to peacebuilding. In-depth knowledge can be gained via our specialization courses and masterclasses. We also offer online formats aimed at increasing the outreach and accessibility of selected courses and at exploiting the potential of virtual spaces for long-term support and implementation of the learning content. We work with seasoned trainers and facilitators to run our IPT courses, and invite internationally renowned persons from academia, practice and advocacy to speak on urgent issues of our time regarding peace, social justice, the importance of gender in supporting peace, as well as conflict and violence.

ASPR is seeking an experienced Project Manager to deliver and promote our IPT programme. In doing so the Senior Project Manager will build on our successful past approach while also embracing innovation and new findings towards constantly improving and refining our concepts. Following a period of suspension of face-to-face course activities due to the global pandemic, core elements are only now being restarted. The Project Manager will play a pivotal role in rebooting our core activities and adding new ones in accordance with ASPR's mission and strategic objectives.

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

Rochusplatz 1, 7461 Stadtschlaining, Austria

Telefon/Phone: +43 3355 2498 · Fax: +43 3355 2662 · E-Mail: aspr@aspr.ac.at ·  ASPR_Schlaining ·  ASPR.Schlaining · www.aspr.ac.at

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

The Senior Project Manager IPT will be responsible for:

- Planning, budgeting and scheduling of our standard IPT courses including Core Courses, Specialization Courses and Master Classes.
- Overseeing the call for applications process including participant selection and keeping an eye on process milestones together with junior staff.
- Periodically reviewing existing and developing new curricula taking into account latest trends and findings in practice and relevant research areas (peace and conflict studies, environment/climate-conflict nexus, technology -conflict nexus, gender / WPS, etc.) as well as the mission and strategic direction of ASPR.
- Integrating input from ASPR's other workstreams conflict resolution and research and creating synergies to these programmes.
- Continue developing, promoting and hosting online IPT events (e.g. online dialogue series)
- Developing and implementing a strategy for embedding our residential standard IPT courses into a comprehensive blended learning / continuous learning training scheme including online /digital learning modules, targeting in particular our IPT alumni.
- Liaising with and contracting trainers and partners from our trainer pool for the delivery of the courses, including identifying and establishing working relationships with new trainers and experts where needed.
- Delivering tailored courses under the IPT flagship programme upon client request: including needs analysis, course curriculum development, trainer/expert selection, preparation, course delivery and evaluation plus active client communication and coordination.
- Organizing residential IPT training events in Stadtschlaining in close cooperation with our administration and logistics department.
- Identifying new opportunities for training partnerships, crafting corresponding project proposals and funding applications.
- Supporting other projects within the Capacity Building programme and across programmes (research, conflict resolution) as required.

Person specifications:

- Master's degree in a relevant field (essential)
- Minimum 5 years of proven track record in organizing and conducting trainings (essential)
- Professional experience in facilitation as well as event management/organizing intercultural trainings (essential)
- Substantive knowledge of training cycles in adult education (essential)
- Excellent teamworking skills and ability to work under pressure (essential)
- Competencies on conflict sensitivity, gender and diversity (essential)

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- Strong professional interest in the focus topics of ASPR: Environmental Peacebuilding and Peacetech (essential)
- Established international networks in related sectors (i.e. peace training, peacebuilding, conflict resolution, international crisis management, etc) (essential)
- Project-based field experience working in the areas of peacebuilding and conflict resolution (desirable)
- Professional experience in crisis/conflict zones and/or intercultural context (desirable)
- Alumn of any of the courses under the IPT programme (desirable)
- Personal identification with ASPR values, programmes and focus topics (desirable)
- C2 skills in German (essential), C2 skills in English (essential), and working knowledge of French (desirable)

The senior project manager will report to the Head of Capacity Development Programme. The position is preferably based in Stadtschlaining or Vienna, Austria. EU citizenship or a valid working permit for Austria is a prerequisite. The full-time position (40 hours p.w.) is two-year fixed term with the possibility of extension subject to the availability of funding.

We offer:

Our staff members benefit from a variety of in-house and external training opportunities including specialization courses. Furthermore, we offer social benefits of a modern organisation, e.g. home-office, flexible working hours, extra vacation days etc. ASPR is proud to be an equal opportunity employer. We attach great importance to a balance in the diversity of our employees. Therefore, we welcome all applications regardless of gender, age, religious beliefs/ideology, sexual orientation, ethnicity or national origin. We believe that we can only evolve and thrive as a team with a highly diverse mix of employees and by contributing to a strong culture of collaboration where accountability, passion, pioneering spirit, conviction and mutual trust are key.

The gross annual salary for this position amounts to EUR 45.560. Depending on qualifications and specific experience, over-payment may be considered.

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 Silvia Polster at ipt@aspr.ac.at.

The deadline for applications is 20 October 2022 (end of the day). Delayed applications cannot be considered.

We look forward to your application!

More information on: <https://www.aspr.ac.at/en/about-us/get-involved/#/>

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