

Vacancy Announcement: Financial and Project Manager in an International Project for Conflict Resolution in Eastern Ukraine as of 01 October 2018

DRA (German-Russian Exchange, www.austausch.org) is looking for a financial and project manager in an international project "[Dialogue for understanding and justice](#)". The appointment will be from 1 October 2018 till 31 August 2020 with a possibility of multi-year extension, depending on available further project funding. Full-time or part-time (30-40h/week) is subject to agreement.

The project "Dialogue for understanding and justice: European NGOs working together for conflict resolution in Donbas" aims to contribute to conflict resolution in eastern Ukraine via the promotion of a resilient and pro-active civil society and new partnerships in Europe, also as part of the new multilateral NGO-platform [CivilM+](#), and thus helping to stabilise the region, reintegrate the population and restore the rule of law and peace. Furthermore, the project is targeted at conveying an understanding of causes, progress, consequences and solutions to the European public, and enhancing the role of civil society in the process of conflict resolution.

The DRA, founded in 1992 and based in Berlin, works with NGOs, state institutions and experts from Russia, Ukraine, Belarus, and other countries in Eastern Europe, as well as with partners in many EU countries. It conducts projects on subjects such as media, education, human rights, interculturality, youth and social work, environmental protection, integration, dialogue and peace work. For more, see: www.austausch.org.

The position focus is on the independent and reliable financial planning, management and control of expenses in the scope of the budget of a project financed by public funds. Further central tasks include preparation, organisation and execution of project measures, as well as project documentation.

Tasks

- Financial planning, management and control of expenditures:
 - Documentation, settlement, integration of the partial budgets of the project partners in the overall budget of the project financed by German federal funds,
 - Financial reports,
- Communication with project partners and external service providers, design of contracts,
- Contribution to concept design and independent organisation, execution, post-processing, evaluation and documentation of project measures (trainings, conferences, round tables, exchange and networking meetings, public events, etc.),
- Travel to the project region (Ukraine/ other countries),
- Contribution to the announcement of tender for and awarding of grants for mini-projects,
- Support of further project development and fundraising.

Requirements

- Verifiable experience in financial administration of projects, in particular budget planning, management and documentation,
- Motivation and joy in working with complex budgets,
- Very good Excel skills,
- Reliable and careful handling of numbers, receipts, and documents,

- Profound knowledge of Office programs (knowledge of accounting software is of advantage),
- Experience in project work (preferably in the civil society sector and with public funds) and in event management (seminars, conferences, side events, panel discussions, etc.),
- Very good German and Russian skills; good English and Ukrainian skills are of advantage,
- Very good communication, social and team-work skills,
- Experience abroad and with volunteering of advantage,
- Diligence, independence, initiative, punctuality,
- Confident and committed appearance towards partners,
- High resilience and ability to quickly familiarise oneself with new subjects and tasks,
- Good conceptual skills,
- Readiness to occasionally work on weekends and to go on business trips,
- Good knowledge of the current situation in Ukraine and Eastern Europe of advantage.

Experience or knowledge in subject areas of the project (conflict management, international civil society, human rights monitoring) are highly welcome.

The DRA offers a multi-faceted and international working environment, competent team, a competitive salary and space for own initiative. For more information, see:

www.austausch.org

Please send your applications as a PDF document (no larger than 2MB) to

assistenz@austausch.org.

Submit your application by 16 September 2018. Interviews will take place in Berlin from 20 to 24 September 2018.

Contact details:

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