



## Project Coordinator of the Peace and Security Monitor in the Mediterranean Programme

### Association overview

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Platform for Peace and Humanity is an international civic association promoting and advocating humanitarian values through international law, providing research-driven monitoring, consultancy and specialist expertise on international law, humanitarian and human security matters and supporting and equipping emerging scholars and researchers in law, politics, socioeconomics as well as other related fields.

The organisation's work is further structured into programmes: South East Europe and Black Sea Region, Mediterranean, Central Asia, Towards the Enforcement of the Right to Peace and Ukraine.

The three regional programmes publish analysis in the Peace & Security Monitor publication with actionable policy recommendations in support of the Platform's organisational objectives. The organisation also publishes Weekly News Recap to raise awareness among the general and expert audience on the latest developments in international justice and peace and security.

### Position overview

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The Project Coordinator is responsible for the execution of the Peace and Security Monitor project in the Mediterranean Programme. The Project Coordinator's key responsibility is ensuring the timely publication of the Peace and Security Monitor publication released quarterly by the Mediterranean Programme. The bulk of a Coordinator's work will be editing submissions and managing the timely workflow of edits. The Coordinator should be sufficiently informed enough with the region to direct and cultivate research questions to be answered in the Peace and Security Monitor publication. The Project Coordinator will report mainly to the Programme Director of the Mediterranean Programme.

Whilst this is currently an unpaid role, this is a senior role within the organisation. This role is ideal for someone looking to remotely demonstrate leadership and development in an international environment alongside their other commitments.

**Start date:** asap

**Duration:** min. 12 months

**Commitment:** 10 h/week, flexible work hours

## Duties and responsibilities

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- Manage the project, incl. its administration
- Supervise a small to medium-sized group of researchers
- Direct the research tasks resulting in written outputs published in the Peace and Security Monitor publication, incl. policy recommendations furthering the organisational objectives
- Cooperate with editors to finalise the content for the Peace and Security Monitor publication
- Edit and finalise the publication in Canva online editor
- Assist with the promotion of the release

## Qualifications

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### Mandatory

- Passion and dedication to the mission and values of the organization, result-driven commitment, ability to work in an international team and handle uncertain situations with flexibility
- Master's degree in international law, international security, peace and conflict studies or other related fields
- Good orientation in the latest developments in the Mediterranean region
- Written and verbal communication skills in English
- Excellent communication and interpersonal skills, public speaking skills, and ability to convey complex information and messages in a simple way and easily understood by target audiences

### Desirable

- Experience in coordinating small to medium-sized groups
- Entrepreneurial spirit with out-of-the-box thinking to propose new initiatives
- Willingness to continuously learn and develop new skills
- Previous experience with non-profit organizations and project management

## We offer

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- inspiring environment for young professionals' personal and professional growth in the field of human rights protection, international justice and peacebuilding
- exposure to projects and various activities
- participation in webinars, events and international civil society networks on behalf of the association
- flexible working time models

## How to apply

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Candidates should apply by sending a CV and a cover letter in English to [recruitment@peacehumanity.org](mailto:recruitment@peacehumanity.org).

Please indicate in the subject of the email the position you are applying for, i.e. Project Coordinator of the Peace and Security Monitor in the Mediterranean Programme.

Deadline to apply: 20 August 2023