



The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is offering a position as **Policy Officer for Knowledge Management (f/m/div)** in full-time. The starting date is 15 January 2023. The position is initially limited to two years. The place of work is Berlin.

Background:

The European Centre of Excellence for Civilian Crisis Management (CoE) e.V. is looking for a motivated colleague with expertise in knowledge management and an interest in civilian crisis management. While reporting to the Director, the Policy Officer for Knowledge Management supports all colleagues at the CoE by ensuring utilisation of outputs across the CoE's 11 thematic priorities. Two Junior Policy Officers are assigned to the Policy Officer for Knowledge Management.

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. The core mandate of the CoE is to support its members (currently 21 EU Member States) and preferred partners (EEAS and NATO IS) in improving civilian crisis management in the framework of the EU's Common Security and Defence Policy (CSDP). The Centre does so through identifying good practices and multiplying them through workshops and so-called 'matchmakings' as well as individual 'tailored solutions'. The CoE's focus lies on operationalisation and tangible impact, while research and analysis support these primary foci.

Responsibilities:

- Conceptualise and implement a strategy for internal knowledge management at the CoE
- Further conceptualise and develop the CoE's "flagship", its Knowledge Hub, hosted on the Centre's website
- Ensure archiving, systematisation and utilisation of work results both internally for colleagues at the CoE and externally for the Centre's key stakeholders
- Monitor and analyse political developments in and their implications for CSDP and the work of the CoE from a knowledge management perspective
- Ensure that the CoE's knowledge management efforts adequately reflect the political context of the Centre's work
- Liaise with key stakeholders and partners from the CoE's strategic context on all matters related to knowledge management
- Respond to knowledge management support requests from CoE members and preferred partners
- Guide and coordinate the work of two Junior Policy Officers for Knowledge Management
- Carry out other tasks as required

Required profile:

- Master's degree in information and knowledge management, communication science, political science, or equivalent degree in related fields
- Work experience and expertise in knowledge management
- Work experience in network- or membership-based organisations
- Proven expertise in designing workflows and structuring work processes
- Expertise in digital applications in the field of information and knowledge management
- Very good practical problem-solving skills, analytical abilities and abstract thinking skills
- Confident application of modern presentation methods and ability to present complex issues orally and in writing
- Excellent oral and written communication skills in English
- German language skills are an asset
- Strong teamwork and communication skills
- Initiative, creativity and flexibility



- Understanding of European political processes, policies, and institutions
- Interest in European policy issues, especially CSDP and crisis management
- Proven experience working with Microsoft 365, especially SharePoint
- Proven experience in working with Typo3
- Experience with Tableau or other visualisation software is an advantage
- Adaptive and responsible, with a collaborative working style and 'can-do' attitude
- High political and intercultural sensitivity and diplomatic skills

Our offer:

- A responsible position with room for manoeuvre in a young and dynamic organisation
- Appropriate remuneration on the basis of the collective agreement for the public sector (pay group max. E13 TVöD)
- Collegial atmosphere in an international team
- State of the art equipment and prestigious office space in the heart of Berlin
- Options for teleworking as well as clear Corona-safety protocols for office work

We expressly encourage BIPOC and people with migration history to apply. The CoE has set itself the goal of promoting women's careers and expressly invites women to apply for the position. Chronically ill and severely disabled applicants will be given preferential consideration in the case of equal suitability in accordance with the legal basis.

Your application **(in English)** should include the following **documents and evidence**:

- Letter of motivation
- Curriculum vitae
- Work or internship references and further evidence such as language certificates or, alternatively, well-founded statements on the knowledge and competences mentioned in the job profile.

Please send your application **exclusively via e-mail in one PDF document** to application@coe-civ.eu by 26 November 2022 at the latest.

If you have any questions, please contact Dr. Volker Jacoby, Director, at volker.jacoby@coe-civ.eu.