

The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is looking for a **Head of Director's Office (f/m/div)** in **full-time as a parental leave cover**. The position is foreseen to be filled by 1 September 2023. It is limited to one year, with the option of an extension, subject to the exact return of the position holder. The place of work is Berlin.

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. Its aim is to strengthen EU civilian crisis management. The CoE is a service provider for the EU Member States and the EU institutions, especially the European External Action Service (EEAS). It is a knowledge hub for the collection and exchange of national models and experiences ("good practices") and for the development of concrete ideas and practices on how European civilian crisis management can be further developed. The CoE has currently 22 members, all of them EU Member States. It receives institutional funding from the Federal Foreign Office, augmented by fees from its members.

The advertised position is assigned to the Director. The Director's Office is responsible for supporting the Director in managing the strategic and operational business of the CoE in coordination with the Heads of Sectors. Led by the Head of Director's Office and working in conjunction with event management and other staff, the Director's Office ensures the smooth running of our still young organisation and enables the Director to strategically develop the CoE's activities across its departments and teams. The Head of Director's Office is a member of the Senior Management Team of the CoE.

The **main tasks** of the Head of Director's Office are:

- Advising the Director on strategic decision-making, priority setting, work programme alignment and organisational steering of the CoE, including development of concepts and methods for strategy and organisational development
- Leading and supervising the team members of the Director's Office, including the Public Relations department
- Developing the work programme for the Director's Office including its budget line
- Conceptualising and supervising the implementation of the Director's Outreach Strategy taking into account the needs of CoE members, partners and external stakeholders
- Planning, preparing and taking the lead in implementing the CoE's Annual General Meeting incl. communication with members and preferred partners of the CoE in coordination with the Director and the Head of Administration
- Ensuring smooth horizontal cross-departmental communication (Operations, Administration, Director's Office)
- Conceptualising, implementing and continuously evaluating the CoE's human resource systems
- Carry out other tasks as necessary.

Required profile:

- Substantive experience (>5 years) in a leadership role including with responsibility for strategic planning and organisational development
- Thorough understanding of European political processes, policies, and institutions, ideally through work experience in multilateral contexts or member-based organisations, ideally related to the EU's CSDP, or (national) foreign policy in general
- Master's degree in Non-Profit Management, Human Resource Management, Social or Political Sciences or similar

- Knowledge of German public funding law (Zuwendungsrecht), public procurement law (Vergaberecht), Federal Travel Expense Act (BRKG) and the collective agreement for the public sector (TVöD) would be a strong advantage
- Excellent command of written and oral English and German
- Strong analytical abilities, strategic planning, and abstract thinking skills
- Ability to initiate, structure and implement outcome-oriented, complex work processes
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands
- Highly developed political and intercultural sensitivity, diplomatic and communication skills
- Ability and readiness to take into account aspects of gender equality and human rights in the execution of tasks
- **Eligibility to work in Germany** (e.g., EU citizenship, a valid work-permit or job-seeker visa for Germany or the EU, etc.)

We also accept applications of candidates who do not fully meet the entire scope of this profile. In such case, please, explain what you have to offer and what motivates you for applying for this position!

Our offer:

- A position of responsibility with room for manoeuvre in a young and dynamic organisation
- Remuneration on the basis of the collective agreement for the public sector (pay group max. TVöD E 13)
- Collegial atmosphere in an international team
- State of the art equipment and prestigious office space in the heart of Berlin
- Options for teleworking
- Opportunities for vocational training

We value diversity and therefore expressly welcome all applications - regardless of cultural, social or ethnic origin, gender, religion or belief, disability, age or sexual identity.

People with severe disabilities and people of equal status are given preferential consideration in the case of equal suitability in accordance with the legal requirements.

Your application (**in English, via e-mail in one PDF document**) should include the following **documents and evidence**:

- Letter of motivation
 - Mention in **one sentence your eligibility to work in Germany** (e.g., per citizenship or other reason)
- Curriculum vitae
- Work 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 to application@coe-civ.eu by 11 June 2023 at the latest.

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