



Project Assistant, SSA (fixed-term)

CMI (Crisis Management Initiative) is an independent, non-governmental organisation that works to resolve conflicts and build sustainable peace across the globe. CMI contributes to conflict resolution through dialogue and mediation, mediation support, and support to national actors.

CMI is seeking a Project Assistant for its Sub-Saharan Africa team.

The Project Assistant will be responsible for:

- Supporting SSA team in various administrative tasks (e.g. calendar and contacts management, meeting and travel arrangements)
- Arranging international travel and logistical support for high profile events and/or individuals
- Supporting administration and practicalities related to project planning, implementation and reporting including support to budget management
- Support to the team as needed

A successful candidate is expected to:

- Have a degree in the field of Management & Administration
- Experience in assisting management and/or teams in a multinational environment is seen as an asset. Interest and motivation to work in the dynamic field of conflict resolution is required.
- Have good knowledge of secretarial duties
- Be positive, service-minded and well organized, proactive and accurate
- Be able to work in rapidly changing situations and under stress
- Have excellent communication and teamworking skills.
- Have fluent written and spoken skills in English and in Finnish; knowledge of French is an asset.
- Have strong IT skills and knowledge of office programmes as well as ability to support others in IT matters
- Commit to CMI values and principles of neutrality

The position is located in Helsinki, Finland. Some travel can be required. At this stage, the position is fixed-term position for one year with a possibility for renewal. Preferred starting date is as agreed early 2019.

We offer you a chance to learn and grow as a professional in one of the leading conflict resolution organisations in the world with some of the best experts on the field. If you are interested in this unique opportunity, please send your CV together with a short motivation letter and salary request to [applications\(at\)cmi.fi](mailto:applications(at)cmi.fi) **latest on Sunday 16 December** with the reference "Project Assistant, SSA". If you have any questions regarding the position, please contact [applications\(at\)cmi.fi](mailto:applications(at)cmi.fi) or call Minna Kukkonen-Karlander on Tuesday 11 December between 10:00-12:00 (+358 75 755 1800).