

The Institute for Peace Research and Security Policy at the University of Hamburg (IFSH) is looking to fill the following position as soon as possible:

### **CORE Coordinator (m/w/d)**

**(100%, Collective Agreement for the Public Sector remuneration level 10, initially for a fixed term of three months, with the option of extension should the post-holder choose to take extended parental leave)**

CORE (Centre for OSCE Research) analyzes and supports the Organization for Security and Co-operation in Europe (OSCE) through scientific and policy advice, analysis and training. CORE receives substantial support from the German Federal Foreign Office. You can find out more here: <https://ifsh.de/en/research/research-area-1/centre-for-osce-research>.

The post-holder will work on a new CORE publication series and on other CORE projects. Depending on the candidates' experience and availability, the position can also be divided between two people.

#### **Tasks**

- Coordination of external authors, reviewers, translators and proofreaders for the new CORE publication series (English)
- Editing policy papers and academic texts (English)
- Communication with the publisher
- Project management (publication series, other CORE projects, events)
- Supporting the IFSH communications team (CORE Newsletter, short news)
- Reporting (CORE annual report, project reports)
- Supporting CORE management with internal processes

#### **Your profile**

- English native speaker with excellent writing and editing skills
- Completed university studies in humanities or social sciences (bachelor's or higher degree in e.g. linguistics or political science), alternatively or additionally: training or further education in project management
- Interest in international politics
- Knowledge and experience in project and/or event management
- Confident using standard Windows software

- Experience in marketing, including social media
- Experience with publication processes (including online publication)
- Excellent research and analysis skills
- Independent, committed and meticulous; able to work alone and in a team, and under time pressure
- Organisational skills, communication skills, flexibility

The IFSH promotes the careers of women and is therefore particularly interested in applications from women in areas in which they are underrepresented. Women are given priority in these areas in accordance with the Hamburg Equal Opportunities Act, provided they have the desired qualifications. People with disabilities are also expressly encouraged to apply.

Please send your application by e-mail with the subject line 'CORE Coordinator' to [bewerbung@ifsh.de](mailto:bewerbung@ifsh.de) (one single pdf file, maximum size 5 MB) by 22 June 2020.

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