



University for Peace



General Description	
Position Title:	Academic Coordinator (Main Researcher)
Name of Department:	Global Centre for Peace Innovation
Supervisor of the Position:	Dean
Location of Position:	Costa Rica – Headquarters
Length of appointment:	1 year (renewable)
About the University for Peace For a detailed description of the courses and more information about our academic programmes please visit: http://www.upeace.org/academic	
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none">• Doctoral degree in areas related to innovation and peace, and a minimum of five years of academic experience, preferably in the areas of education and innovation.• Minimum 2 years of experience in project management leading strategic initiatives.• English and Spanish fluency, both written and oral, is required.
Knowledge	<ul style="list-style-type: none">▪ Experience with design thinking, the application of technologies (peace-tech), new digital platforms and other methodologies for social innovation and peacebuilding.▪ Experience managing coaching incubators.▪ Experience in marketing or sales (to attract doctoral and post-doctoral candidates) and to promote the activities conducted at the Global Center, raising funds, and engaging with the innovation community.
Abilities and Skills	<ul style="list-style-type: none">▪ Outstanding organizational, prioritization and communication skills.▪ Excellent time management skills.▪ Ability to engage with a wide variety of stakeholders, as the job requires engaging with students, resident and visiting faculty and the management-staff of the University for Peace and the Commission for Peace, as well as with numerous guests and visitors with a very diverse international character.▪ Capability to make recommendations on potential candidates for research scholarships and the doctoral programme.



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	<ul style="list-style-type: none"> ▪ A demonstrated ability to manage multiple projects at once. ▪ Conflict management skills.
Personal Suitability	<ul style="list-style-type: none"> ▪ Skilled in managing interpersonal relationships and collaborative teamwork. ▪ Strong sense of values and ethics, consistent with the mandate of the University. ▪ Experience in multicultural or cross-cultural settings with a wide diversity of student populations and staff. ▪ Adaptability to change, comfortable in a fast-paced multicultural environment. ▪ Integrity, taking bold initiative, accountability, and cross-functional teamwork capability.
Job Description	
General Responsibilities for the Position:	The coordinator will be responsible for the Center's ongoing development and leading its activities.
Specific Responsibilities for the Position:	<p>Strategic priorities:</p> <ul style="list-style-type: none"> • Plan and budget for the Global Center. • Work with internal team members to clearly define the goals and scope of each project. • Establish alignment with key stakeholders. • Track, manage and communicate execution progress on projects. • Identify possible risks for the Global Center and propose potential solutions to mitigate the impact. • Lead project team meetings, send out discussion notes and action items, and follow-up to ensure completion of action items. • Monitor health of projects (scope, time, budget) and initiate escalation process as needed. • Share best practices and lessons learned to continuously improve project management. • Create documentation of processes and procedures. • Identify opportunities for growth. • Facilitate effective brainstorming sessions that contribute to the generation of new ideas for peace projects and the digitization of UPEACE curricula. <p>Management priorities:</p> <ul style="list-style-type: none"> • Coordinate the peace innovation projects at the Global Center.



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- Coordinate the research lines for scholars at the Global Center.
- Teach nine (9) credits in the Master's degree programmes within UPEACE's Department of Peace and Conflict Studies on subjects that include: systemic peacebuilding, peace-tech, conflict in the era of artificial intelligence, and social innovation and political change.
- Support the Commission for Peace (an advisory committee for the overall initiative, see: <https://www.upeace.org/pages/commission-for-peace>) in advocacy work.
- Manage monitoring and evaluations of the research and projects coming out of the Global Center.
- Support UPEACE in the development of training and educational programmes related to peacebuilding and innovation.
- Manage programmes, research initiatives and projects developed in the Global Center as a global laboratory for peace.
- Represent the Global Center of Peace Innovation as needed.

Salary offer will be made based on qualifications and experience. The final salary will be established in the range of \$2,900.00 to \$3,300.00 USD per month.

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and how your research interests and experience will contribute to the Centre, and (3) contact information for three references including phone number and email address. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: jobs@upeace.org. **Please refer to Position #4800 in the subject line of the email.**

The period for the submission of application materials ends **30 June 2022**. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. These shortlisted applicants will be contacted before **20 July 2022**.