Centre for Sustainable Peace and Democratic Development – SeeD

Position Title: Research & Project Coordinator

Location: Preferably Sarajevo or within driving distance

Languages: English (essential), Bosnia, Croatian, Serbian and/or Montenegrin (essential)

Duration: Up to 24 months with a potential to renew

Level of Effort (LoE): 50%–100% depending on expertise and availability

Start Date: July 2025

Remuneration: 1,400 EUR to 2,250 EUR, pro rata consultancy agreement based on minimum 50% LoE

Application Deadline: Applications will be reviewed on a rolling basis until 30th July 2025

Background

The Centre for Sustainable Peace and Democratic Development (SeeD) is a research organisation that works with international development organisations, governments and civil society leaders to design and implement people-centred and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, SeeD provides policy recommendations for social transformation, rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities. More information about the organisation and its activities can be found at: www.seedsofpeace.eu, https://api.scoreforpeace.org/storage/pdfs/DOC_SeeD_Experties-and-Competencies_Revised.pdf

Building on SCORE Bosnia Herzegovina carried out in 2014 and 2020 (See https://scoreforpeace.org/en/bosnia/methodology), the upcoming SCORE project in partnership with UNDP will span 18–24 months and focus on investigating fractures and drivers of social cohesion through evidence-based approaches, with a focus on resilient against intergroup harmony and citizen-state unity. This includes a specific focus on community-level dynamics, intergroup relations, and citizen-state trust amidst growing political polarization. The findings will inform targeted peacebuilding strategies, policy interventions, and programming under the UN Peacebuilding Fund and other development partners. The consultant will play a critical role in ensuring policy and programmatic relevance of the project activities, their context and stakeholder sensitivity, and efficiency.

Scope of Work

The consultant will:

- Support the full project cycle of the SCORE initiative in Bosnia

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- Coordinate with international, national and local stakeholders, in Sarajevo but also other cantons to ensure participatory and deliberative evidence creation and deliberative processes
- Contribute to research planning and calibration, evidence interpretation and uptake,and field coordination including focus groups, events, workshops and other deliberative sessions.
- Liaise with HQ team and ensure timely implementation of project activities and production of project deliverables.

Profile Requirements

Essential:

- A degree in political science, international relations, sociology, development studies or social psychology. Graduates of other relevant fields are also encouraged to apply;
- Fluent in Bosniak, Croatian, Serbian and/or Montenegrin
- Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent)
- Minimum 5 years of demonstrable experience in project management, including project design and planning, activity implementation, monitoring, report writing, etc.;
- Located in or able to commute to Sarajevo
- Experience in research coordination, community engagement, or policy-relevant project implementation
- Demonstrable experience in communicating evidence to different target groups and stakeholders in accessible, actionable and digestible format;
- Solid understanding and knowledge of:
    - Different qualitative and quantitative research methodologies, processes and production of analytical outputs;
    - Peacebuilding, and conflict resolution theories and practice;
    - Different international peacebuilding and development actors and their global and country priorities (e.g. UN agencies, USAID, World Bank);
- Demonstrated social capital and stakeholder relations

Desirable:

- Proficiency in other regional languages, especially Ukrainian and Romanian, or Slovak, Slovenian, Czech and Polish Proven ability to work across different sectors (e.g. policy, civil society, academia)
- At least 5 years of experience working in an international environment, including donor-funded projects.

What SeeD offers:

- Ongoing internal and external training and mentorship

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- Provident Fund saving option as per SeeD policy for Pension Plan
- Flexible and supportive working environment
- Opportunity to travel
- Exposure to international research experience
- A fast professional growth trajectory

Additional Application Requirement

Self-Assessment Matrix – Instructions for Applicants

As part of your application, you are required to submit a self-assessment matrix that reflects your current skills and experience across the different stages of the SCORE project cycle. This helps us better understand your strengths, identify where support may be needed, and plan team composition and workload accordingly. Please note that this will not affect your eligibility or selection—we do not expect any candidate to be proficient in all areas.

Submission Format

Please use the attached Word template to complete your matrix. We recommend including brief comments if you wish to explain your rating (e.g., if you've done similar tasks under a different framework or in another sector). The self-assessment matrix should be submitted along with your CV and cover letter by the application deadline.

Application Instructions

- CV and cover letter
- Contacts of 3 referees
- 1 writing sample from previous work that you authored (Could be a journal article, report, policy brief, research paper, etc.)
- Completed self-assessment matrix (see more information below)
- Submit application via recruitment@seedsofpeace.eu

Self-Assessment Matrix

As part of your application, you are required to submit a self-assessment matrix that reflects your current skills and experience across the different stages of the SCORE project cycle. The self-assessment matrix and instructions can be downloaded here. This helps us better understand your strengths, identify where support may be needed, and plan team composition and workload accordingly. Please note that this will not affect your eligibility or selection—we do not expect any candidate to be proficient in all areas. The self-assessment matrix should be submitted along with your CV and cover letter by the application deadline.

Applications will be reviewed on a rolling basis, and interviews will begin by mid-June 2025. We encourage early applications, as the process will continue until a suitable candidate is identified or until the end of July 2025, whichever comes first.