



Volunteer position as System Administrator at the Centre for Multilateral Negotiations

The Centre for Multilateral Negotiations (CMN) fosters deeper cooperation on key global issues, such as climate change, trade, and development. The core task is to provide public officials, businesses, and academics with state-of-the-art 'best practices' of facilitating global agreements in highly complex multilateral settings, and enhance research in the field. Since its start in 2015, CMN has supported the Government of Morocco on their negotiation management strategy as host of the UN climate summit, and organised strategic high-level workshops for Fiji hosting the next UN climate summit, and Argentina and the WTO for the trade summit 2017. The founding team is Dr Kai Monheim (LSE) and Dr Magnus Lundgren (Stockholm University). More information is available at www.cemune.org.

What we offer to you

We offer a highly rewarding work environment for those excited about IT-development, design thinking and project management. The position will provide insight on and exposure to related activities, including:

- The opportunity to help further discussions on pressing global issues like climate change and world trade as well as exposure to negotiation management techniques
- Creating specialised IT solutions to enhance our external communications
- Building a worldwide network in the nexus of public sector and consulting
- Working in a friendly team and being able to join the team from your current home basis
- We provide regular, constructive feedback to grow our team members
- A small annual compensation might be possible, depending on the Centre's performance

What you bring with you

- >2 years of enrolment in university, preferably computer science, IT-systems, physics or relevant professional expertise
- Proficiency in coding (knowledge of HTML, CSS, PHP would be considered particularly useful)
- Familiarity with online content management systems, preferably WordPress
- Familiarity with online tools such as cloud services, social media, etc.
- Ability to communicate and explain IT-issues to individuals with a non-IT background
- Strong project management and design thinking skills
- High reliability and independent work style through prior professional experience through internships or extracurricular project work
- Experience with realisation of stand-alone IT projects
- Proficiency in oral and written English

What you contribute on the project

- Developing our online database
- Supporting the release of our newsletter
- Monitoring and updating our webpage, maintaining our server
- Time commitment per week: minimum 8-10 hours for > 4 months

For any further questions, please get in touch with Vera Bartsch: vera.bartsch@cemune.org.