

IBA-VIAC Consensual Dispute Resolution Competition (CDRC) Vienna

Call for Applicants

About us: The [CDRC Vienna](#) is organised with the support of [the International Bar Association](#) (IBA) and [the Vienna International Arbitral Centre](#) (VIAC). It is an innovative educational competition focussing on the arts and skills of mediation and negotiation. The competition evolves in a five-day hybrid event - in-person in Vienna - comprising of mock mediations, educational programmes and social events with university teams from around the world that are selected upon competitive entry. Participants have the opportunity to connect with mediation and negotiation professionals from law, academia, business, and governments in more than 50 sessions. Our mission is to create a long-term platform that connects the CDRC experts of the future and offers one of the best learning experiences in the area of mediation and negotiation worldwide.

Job title: Director.

Location: Vienna or elsewhere but with capacity to travel to Vienna as required.

Remuneration: Remuneration to be discussed.

The role: As a CDRC Director you will co-create the future of consensual dispute resolution. While connecting the younger generations with experienced professionals in the field of mediation and negotiation, you will be closely collaborating with the other Co-Directors or Assistant Directors and work under the guidance of the Organising Committee. This role will give you a unique opportunity to raise your own profile in the field of mediation, granting you access to the best global mediation practitioners.

Responsibilities:

1. Plan, prepare, budget, organise and implement the competition as a whole subject to discussion and approval by the Organising Committee.
2. Regular communication and consultation with the Organising Committee, the International Advisory Board and the Working Group.
3. Responsible for the day-to-day decisions surrounding the competition.
4. Organization, planning and coordination of the event facilities [at the University of Vienna (Juridicum) but also at external locations (eg city hall, award ceremony, expert lunch, working group breakfast, etc)] room reservations, deliveries, name tags, trophies, videos, photos, catering etc.

5. Selection, management and coordination of teams, experts and workshops for all CDRC competition rounds before and during the event including the scoring process (applications, forms, selection, communication, visas, bios etc)
6. Recruiting and selecting appropriate volunteers, instructing, coordinating and communicating with these volunteers.
7. Identifying and acquisition of sponsors, concluding contacts with sponsors and further coordination and communication with all sponsors.
8. Initiate and oversee the general promotion of the competition on social media and elsewhere in the form of event announcements and similar.
9. Update the website, distribute newsletters, design CDRC promotional materials.

Candidate requirements:

1. Applicants should have concluded their legal studies and have some professional experience in a legal environment, ideally in the field of mediation and negotiation. A formal legal qualification (i.e. bar exam or equivalent) is not essential, if a candidate can demonstrate sufficient legal training and experience in mediation and negotiation.
2. Applicants must be well organized and have excellent written and oral communication skills.
3. Applicants should be motivated and passionate about mediation and negotiation.
4. Applicants must speak and write English at an excellent level and have a basic command of the German language.
5. The role will start in January 2023 for a two-year period with the possibility of renewal.

How to apply:

Send your application to applications@cdrcvienna.org with your CV and a letter of motivation by 16 December 2022.