

swisspeace is a practice-oriented peace research institute. It analyses the causes of violent conflicts and develops strategies for their peaceful transformation. swisspeace contributes to the improvement of conflict prevention and conflict transformation by producing innovative research, shaping discourses on international peace policy, developing and applying new peacebuilding tools and methodologies, supporting and advising other peace actors, as well as by providing and facilitating spaces for analysis, discussion, critical reflection and learning.

To reinforce its Policy and Platform Program and its team coordinating the Swiss Platform for Peacebuilding KOFF, swisspeace is looking for a

Junior Program Officer - KOFF (80%-100%)

Starting date: 1 February 2018 (or by agreement)

The swisspeace Policy and Platform Program hosts the Swiss Platform for Peacebuilding KOFF, which is a dialogue and exchange network facilitated by swisspeace, connecting Swiss state and non-state actors active in peacebuilding.

Your tasks:

- Assist the Head of KOFF in coordinating and facilitating the Swiss Platform for Peacebuilding KOFF
- Contribute to planning and facilitating KOFF roundtables, master classes and other activities and events within the KOFF platform
- Co-facilitate joint learning processes with KOFF members and partners on the nexus of peacebuilding and topics such as migration, arts or sustainable development
- Support activities related to women, peace and security and the NAP 1325
- Contribute to other activities of the Policy and Platform Program

Your profile:

- Master's degree in a relevant discipline (e.g. in international relations, social sciences or similar disciplines)
- Strong interest in peacebuilding and working with and through platforms and networks
- Experience in peacebuilding, human rights and/or development; field experience is a strong asset
- Familiarity with the Swiss peacebuilding landscape (institutions and organizations, policy debates)
- Knowledge or strong interest in topics related to the above mentioned joint learning processes and the debates around women, peace and security
- Excellent analytical, writing, and communication skills
- Excellent spoken and written English, German and French; Spanish is an asset
- An explicit team player with an ability to deliver high-quality results under tight deadlines

Our offer:

- Good working conditions, flexible office hours and an attractive work place in the heart of Bern
- An inspiring job in an attractive and international field of work with political relevance
- A positive working atmosphere in a dynamic and international institution

We look forward to receiving your complete application in English, including motivation letter, CV, work certificates and diplomas by 3 January 2018. Interviews will take place between 16 and 24 January 2018.

Please send your application to jobs@swisspeace.ch mentioning 'Junior Program Officer KOFF' in the subject line. More information can be found at www.swisspeace.ch and koff.swisspeace.ch or received via telephone at +41 31 330 12 12.