

swisspeace is a practice-oriented peace research institute. 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 support the Continuing Education team swisspeace is looking for a:

Administrative Officer Continuing Education (70%)

Starting date: 1 April 2019 (or by agreement)

The Continuing Education Team manages swisspeace's courses and postgraduate programs (CAS, DAS, MAS) offered in collaboration with the University of Basel.

Your tasks:

- Administration of the different courses and programs: information management, application management, invoicing and financial statements, support of participants, management of infrastructure, preparation of course documentation
- Support the international participants und lecturers with advice, travel and hotel bookings
- Relationship management with the University of Basel and other partners regarding enrolments, certification and scholarships
- Manage the swisspeace offices and course rooms in Basel

Your profile:

- Vocational diploma (KV-Abschluss) or similar and work experience. Experience in the area of continuing education or international cooperation is an asset
- Service-oriented personality and able to work under pressure
- Self-initiative working style with a high sense of responsibility and flexibility
- Strong communication and organizational skills
- Affinity for numbers and lists, good understanding of the MS Office applications
- Proficiency in English (C1 or higher); German and French are assets
- Interest in civilian peacebuilding and international cooperation

Our offer:

- An interesting and challenging position with much individual responsibility
- A positive working atmosphere in a dynamic and international environment
- Good working conditions and an attractive work place in Bern and Basel; in 2019, swisspeace's headquarter will be moved to Basel (the relocation is expected to take place in the third quarter.)

We look forward to receiving your complete application, including a motivation letter, CV, work certificates and diplomas by 28 February 2019.

Please send your application to jobs@swisspeace.ch mentioning 'Administrative Officer Continuing Education' in the subject line. For further information please consult our website www.swisspeace.ch or contact us via phone +41 31 330 12 12.