

swisspeace is a practice and research institute dedicated to advancing effective peacebuilding. It supports and advises local, national, and international actors relevant for peacebuilding, researches topics particularly relevant for peacebuilding practice, provides spaces for exchange and dialogue, and shapes peace policy in Switzerland and globally. swisspeace is an associated institute of the University of Basel.

For its Continuing Education team, swisspeace is looking for a:

## Coordinator Courses & Programs (80 %)

Starting date: 1 June 2021 (or by agreement)

swisspeace's Continuing Education team offers high-quality peacebuilding courses for practitioners at different stages in their career. We offer courses and postgraduate programs in collaboration with the University of Basel in Switzerland, in conflict-affected contexts and the virtual domain. Our team thrives on applying innovative teaching and training formats to enhance the learning experience of our course participants. It consists of four persons: A Team Head, the advertised Coordinator position, an Admin and Finance Officer and an Intern.

### **Your tasks:**

- Coach and support swisspeace experts in the design, implementation and follow-up of courses (methodology, speakers, documentation, budget responsibility)
- Co-facilitate courses
- Develop new courses
- Select and advise course participants and act as contact person for faculty
- Co-manage CAS, DAS and MAS postgraduate programs
- Grade academic assignments
- Quality management, monitoring and evaluation of courses

### **Your profile:**

- Aspiration to shape and grow swisspeace's course and program offer
- Expertise and experience in higher education
- Proven competence in advising and coaching others in designing innovative learning formats
- Experience in using digital tools for learning formats
- Ready to take initiative and responsibility
- Independent, accurate, efficient, and swift to learn
- Strong intercultural, interpersonal, and communication skills
- Masters' degree in a relevant discipline
- Excellent English language skills, German and French are assets

### **Our offer:**

- Excellent working conditions, flexible office hours and an attractive workplace in the city of Basel
- An inspiring job in an international field with political relevance
- A stimulating working atmosphere in a dynamic institution
- Possibilities for personal development according to skills and ambitions

We look forward to receiving your complete application in English, including motivation letter, CV, work certificates and diplomas by 31 January 2021. The job interviews will take place during calendar week 8.

Please send your application to [jobs@swisspeace.ch](mailto:jobs@swisspeace.ch) mentioning 'Coordinator Courses & Programs' in the subject line. More information can be found at [www.swisspeace.ch](http://www.swisspeace.ch) or received via telephone at +41 31 330 12 12.