

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. swisspeace offers a variety of trainings and post-graduate courses in cooperation with the University of Basel.

To support the Continuing Education team we are looking for an:

Intern (100%)

Starting date: 1 July 2019 or 1 January 2020

Duration: 6 months

Gross salary per month: CHF 1,500

Your tasks:

- Support the organization of courses (2-5 days each, taking place at the University of Basel)
- Support advertising activities (e.g. flyer, mailings, social media)
- Support the course administration (e.g. applications, assignments, course material)
- Manage communication with participants and faculty

Your profile:

- BA (higher degrees will not be accepted) in international relations, social sciences, business administration, or similar disciplines
- Strong communication skills, experience in advertising is an asset
- Strong organizational skills, reliable and paying attention to detail
- Self-initiative, able to work independently and as part of a team, able to work under pressure
- Excellent IT skills (MS Office, particularly Excel and Word, social media, online platforms)
- Proficiency in English (C1); good command of German

Our offer:

- A challenging internship in an attractive field of work with political relevance
- Gaining insights in all of swisspeace's thematic areas and meeting experienced academics and practitioners from all over the world
- A positive working atmosphere in a dynamic and international team
- Good working conditions and attractive work places in Bern and Basel, Switzerland. swisspeace's headquarter will be moved to Basel (the relocation is expected to take place in the third quarter 2019)

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 24 March 2019.

Please send your application to jobs@swisspeace.ch mentioning 'Intern Continuing Education' in the subject line. Also mention your preferred time for the internship (July-Dec 2019 or Jan-June 2020). For further information please consult our website www.swisspeace.ch/courses or contact us via phone +41 31 330 12 12.