

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 reinforce the Dealing with the Past Program swisspeace is looking for a:

Program Officer (100%)

Starting date: 17 September 2018 (or by agreement)

The swisspeace Dealing with the Past (DwP) Program supports governmental and non-governmental actors in the design, implementation, monitoring and evaluation of DwP activities. The program provides a wide range of training opportunities and contributes to the research-policy nexus through its research projects, conferences, publications and teaching.

Your tasks:

- Independent substantive support and conducting of missions for the implementation of swisspeace projects and mandates in the realm of dealing with the past, in particular the role of archives in dealing with the past processes.
- Self-initiated contribution to research in the field of dealing with the past.
- Self-initiated contribution to teaching and training.
- All administrative and logistical tasks needed for the implementation of projects and mandates.
- Other support as needed.

Your profile:

- MA in international relations, social sciences, law or similar disciplines.
- 2-5 years of work experience, including experience in an area concerning dealing with the past and transitional justice.
- Affinity for information technology, experience with digital archiving is an asset.
- Proficiency in French and English (writing, speaking and listening); German is an asset.
- Availability and interest in frequent travelling.
- Independent and self-motivated work style.

Our offer:

- An interesting and challenging position in an attractive field of work with political relevance.
- A positive working atmosphere in a dynamic and international team.
- Good working conditions and an attractive work place; until of 2019 the work place is in the city of Bern. 2019, the swisspeace headquarter will be moved to Basel.

We look forward to receiving your complete application in English, including motivation letter, CV, work certificates and diplomas by 20 August 2018. Interviews will take place in calendar week 34 and 35. Applicants should preferably hold a valid work permit for Switzerland or be a citizen of an EU/EFTA country.

Please send your application to jobs@swisspeace.ch mentioning 'Program Officer DwP' in the subject line. For further information please consult our website <http://www.swisspeace.ch/topics/dealing-with-the-past.html> or contact us via phone +41 31 330 12 12.