

swisspeace is a practice and research institute dedicated to advancing effective peacebuilding. Partnerships with local and international actors are at the core of our work. Together, we combine competence and creativity to reduce violence and promote peace in contexts affected by conflicts. In collaboration with the University of Basel swisspeace offers a number of postgraduate programs and courses for peacebuilding professionals from around the world.

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

Intern (100%)

Starting date: 1 November 2021

Duration: 12 months

Gross salary per month: CHF 1,500 for the first 6 months and then CHF 3,000 (100%)

Your tasks:

- Support the organization of courses (virtual and on-site courses)
- Support the course administration (e.g., applications, course material, documentation)
- Manage communication with participants and faculty
- Support advertising activities (e.g., mailings)

Your profile:

- BA in international relations, social sciences, business administration, or similar disciplines
- Strong communication skills
- 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 or French

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 place of work in Basel, Switzerland

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 31 August 2021.

Please send your application to jobs@swisspeace.ch mentioning 'Intern Continuing Education' in the subject line.

Interviews will take place in calendar weeks 38.

For further information please consult our website www.swisspeace.ch/courses or contact us by phone under +41 31 330 12 12.