

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 Dealing with the Past Program we are looking for an:

## Intern (100%)

Starting date: 1 December 2020 or by agreement

Duration: 6 months

Gross salary per month: CHF 1,500 (100%)

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:**

- Administrative and logistic support of courses, conferences, workshop and roundtables
- General assistance to the research activities with regard to DwP
- General support in developing and implementing projects and mandates, including drafting proposals, budgets and contribution to networking

### **Your profile:**

- BA (higher degrees will not be accepted) in international relations, social sciences or similar disciplines
- Proficiency in English (writing, speaking and listening); Spanish or Arabic is an asset
- Self-organized and independent way of working
- Cultural sensitivity

### **Our offer:**

- A challenging internship in a dynamic field of work with political relevance
- Opportunity to demonstrate your excellent organizational, communication and writing skills
- Possibility to work independently and as part of a team and to develop your own ideas
- A variety of challenging and exciting tasks, e.g. work with websites and social media
- A positive working atmosphere in a young and international team
- Up-to-date working conditions and an attractive work place in the centre of Basel

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 1 November 2020.

Please send your application to [jobs@swisspeace.ch](mailto:jobs@swisspeace.ch) mentioning 'Intern 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 by email at [jobs@swisspeace.ch](mailto:jobs@swisspeace.ch) or by phone under +41 31 330 12 12.