

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 March 2022 (possibly also 1 April)

Duration: 6 months (with possibility to extend)

Gross salary per month: CHF 1,500

### **Your tasks:**

- Administrative and logistic support of courses, conferences, workshop and roundtables, including the Dealing with the Past Advanced Course that the Swiss Federal Department of Foreign Affairs organizes in cooperation with swisspeace
- Update of website and social media channels
- General assistance of the research activities with regard to DwP
- General support in acquiring new projects and mandates such as drafting proposals and contribution to networking

### **Your profile:**

- BA (higher degrees will not be accepted) in international relations, social sciences or similar disciplines
- Proficiency in English and German (writing, speaking, and listening); French or Arabic is an asset
- Cultural sensitivity
- Strong communication and writing skills
- Strong organizational skills, reliable and paying attention to detail
- Excellent IT skills (MS Office, particularly Excel and Word, social media, online platforms)

### **Our offer:**

- A challenging internship in an attractive field of work with political relevance
- Possibility to work independently and as part of a team and to develop your own ideas
- A positive working atmosphere in a dynamic and international team
- Good working conditions and attractive place of work in Basel, Switzerland.

Due to the Swiss regulations on the admission of foreign workers, only applicants with citizenship of Switzerland or of an EU/EFTA state can be considered for this internship position.

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 28 November 2021. Please send your application to [jobs@swisspeace.ch](mailto:jobs@swisspeace.ch) mentioning 'Intern Dealing with the Past' in the subject line.

For further information please consult our website [Dealing with the Past \(swisspeace.ch\)](https://www.swisspeace.ch) or contact us by phone under +41 61 315 85 93.