

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 training team we are looking for an:

Intern (100%)

Starting date: 1 July 2018 or by agreement

Duration: 6 months

Gross salary per month: CHF 1,500

Your tasks:

- Support the organization of trainings (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, internet, social media, online platforms)
- Proficiency in English; good command of German

Our offer:

- A challenging internship 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 places in the Bern and Basel, Switzerland

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 15 November 2017. Interviews will take place between 4-7 December.

Please send your application to jobs@swisspeace.ch mentioning 'Intern Training' in the subject line. For further information please consult our website www.swisspeace.ch/courses or contact us via phone +41 31 330 12 12.