



## Job Description

**Title:** Operations Officer  
**Reports To:** Executive Director  
**Duty Station:** Geneva, Switzerland

## Open-ended assignment- Full Time

### Background

**The Principles for Peace Foundation (P4P)** is at the forefront of innovation and with an exciting and transformative mandate, P4P stands as a trailblazing and independent catalyst, committed to elevating the effectiveness and endurance of peace and security endeavors worldwide. Our mission revolves around serving as a strategic resource, supporting national and international actors alike, and advancing the peace and security ecosystem. As an independent convenor, we have assembled an extensive global coalition spanning diplomatic, political, security, and development sectors. This coalition forms the backbone of our innovative approach.

**Our innovative Approach:** At the core of our work is the custodianship and curation of the Principles for Peace and their associated metrics and feedback loop. We introduce a new and actionable framework, underpinned by common principles, metrics, and standards, providing a unified language to international and local peacemaking policies, processes, and organizations. This visionary approach facilitates effective assessment, planning, actions, and connections across various levels, sectors, and initiatives.

**The Power of Accountability:** We recognize the need for greater accountability in the pursuit of peace. As an independent capability and clearinghouse, we create a powerful feedback loop that enables decision-makers to "course correct" and demonstrate the broader impact and return on their investments in peace. This invaluable tool empowers stakeholders to make informed choices and continuously improve their efforts.

**Empowering Peace Actors:** We are action-oriented and devoted to providing tangible support to peace actors and processes. Our arsenal of practical tools, including peace gaming, playbooks, and simulations, is collaboratively designed, context-specific, and tailored to specific constituencies. Through these resources, we empower individuals and organizations with the knowledge and tools they need to drive change effectively.

**Role Summary:**

As the Operations Manager, you will report directly to the Executive Director and oversee the efficient functioning of the Geneva office. Your primary focus will be to streamline and improve operational processes, manage HR-related tasks, and ensure compliance with regulations. You will work closely with the finance hub in Manila to ensure financial records are accurate and accessible for decision making. Your role will play a crucial part in supporting the organization's mission and promoting risk awareness and internal compliance.

**Key Responsibilities:****1. Human Resources Management:**

- Oversee onboarding, induction, and contracting of personnel.
- Collaborate with the operations service center in Manila to manage payroll and ensure compliance with statutory deductions.

**2. Financial Management:**

- Develop, monitor and support institutional budget and projects implementation.
- Ensure compliance with internal policies, donor regulations, and local/fiscal regulations.

**3. Partnership Development:**

- Develop and review MOUs and partnership frameworks and agreements..
- Coordinate within the team and external parties for due diligence processes.

**4. Compliance and Risk Management:**

- Processes travel advances, ensures compliance with travel policy and follows up on liquidation.
- Ensures compliance with host country regulations and monitors trends in governance and compliance.
- Monitor trends in governance and compliance.
- Promote risk awareness and support colleagues with internal compliance data.

**5. Procurement and Asset Management:**

- Initiate and manage procurement processes.
- Maintain a fixed assets database.

**6. Office Support:**

- Support the Executive Director in Governance matters and Board preparations including arranging meetings, minutes, travel, and handling follow-up actions.
- Handle external and internal communication and information flows.
- Provide operations and logistical support for special projects.

## **Qualifications and Skills:**

- A relevant university degree qualification in administration, finance, or office management or demonstrated equivalent experience.
- At least 7 years of relevant experience.
- Excellent English and French communication skills.
- Advanced organization and coordination skills.
- Ability to work effectively in a start-up environment and adapt to changing demands.
- Strong ability to prioritize work, perform compliance reviews, and meet deadlines.
- Familiarity with Swiss HR administration and practices.
- Ability to handle confidential information with discretion and good judgment.
- Experience in collaboration, team work, communication, driving results, adaptability, and continuous learning.
- Eligibility to work in Switzerland: Candidates must be EU/EFTA nationals or possess a valid work permit that allows them to work in Switzerland. Please note that P4P cannot facilitate work permits for non-EU/EFTA nationals at this time.

**Note:** *We value diversity and aim to achieve gender equality, welcoming applications from all backgrounds*

## **How to apply:**

Interested candidates should submit a cv and letter of interest to the following email: [hr@principlesforpeace.org](mailto:hr@principlesforpeace.org), no later than 20 August 2023. Please indicate the job title in the subject of your email.

Please note that only short-listed candidates will be contacted.

## **Compensation and conditions of service:**

P4P believes that salary levels should be set in a consistent manner, ensuring equal pay for equal value, responsible use of resources, and at a level that allows the organization to be as competitive as possible.

Job size and contribution value, local labor market, and requirements to attract and retain talent in favorable conditions, are the main factors that structure P4P's compensation framework.

## **The gross annual salary is CHF 103,224**

A staff member shall accrue 2.5 days per month of annual leave for each month of service equating to a maximum of 6 weeks leave per year.

Staff members are insured for retirement, disability and death by the state insurance AVS and the pension plan provided by a private insurer (foundation), based on the LPP (loi sur la prévoyance professionnelle).

P4P entered a contract with a private foundation to provide adequate coverage for retirement, disability or death. Details of this plan are available on the online platform of CIEPP.

60% of the costs are covered by the employer and 40% by the employee.

P4P operates flexible work hours but requires that all its staff are available daily during the “core periods” of 10.00h to 12.00h and 14.00h to 17.00h. Employees are entitled to work from home for one day per week

**Join the P4P Journey:** If you seek to be part of an innovative and forward-thinking organization with a genuine commitment to global peace and security, the Principles for Peace Foundation welcomes you. Embrace the opportunity to collaborate with diverse partners, influence realpolitik, and transform societies at the grassroots level. Together, we can reshape the landscape of peace processes and forge a path to a more peaceful world.

Come and be a driving force in the Principles for Peace Foundation - where innovation, collaboration, and lasting impact converge.