

## Job announcement

- **Position:** Programme and Country Support Officer
- **Location:** Geneva, Switzerland
- **Contract Type:** Full-time
- **Reporting line:** Operations Manager
- **Closing Date for Applications:** 1 December 2023

### 1. BACKGROUND TO THE PRINCIPLES FOR PEACE

The Principles for Peace Foundation (P4P) stands at the forefront of global peace engagement. Founded with the visionary aim to redefine peace engagement worldwide, P4P harnesses the Principles for Peace to catalyze transformative shifts in policy, practice, and financing, ultimately striving for a more durable and impactful peace. As an independent catalyst, P4P champions wide-reaching, multi-stakeholder collaboration and bridges actors across varied intervention levels, united by the Principles for Peace. Our influential global network weaves together experts from diplomatic, political, security, and development sectors, positioning us as a connective tissue that fosters equitable partnerships from the local grassroots to the international stage.

We curate a holistic reading and narrative of the peace and conflict landscape through our regional and country-specific Participatory Periodic Reviews for Peace (PPR). This knowledge ecosystem, underpinned by diverse sectoral insights, guides decision-makers, signaling pivotal moments for strategic redirection.

P4P's endeavors in peace engagement are bolstered by a rich tapestry of tools – from peace gaming and playbooks to tailored simulations. These instruments, conceived in synergy with decision-makers experts and rooted in local wisdom, support peacemaking and peacebuilding strategies at varying scales, all guided by our foundational Principles for Peace.

These Principles, crafted through an exhaustive two-year evidence generational and consultation process involving 700 case studies and consultations in over 60 countries, encapsulate the contemporary call for a rejuvenated philosophy in peacemaking. They serve as a shared compass for diagnosis, decision-making, and timely interventions in the realm of peace. Our collaboration with the revered International Commission on Inclusive Peace and engagement with a myriad of stakeholders, from the grassroots to governmental echelons, has solidified Principles for Peace as the most expansive collective endeavor in the peace arena, with over 120 participating global organizations.

### 2. JOB SUMMARY

The Programme and Country Support Officer will play a crucial role in implementing, monitoring, and expanding the Principles for Peace (P4P) initiatives at the country level. This position requires a multifaceted professional adept at program planning, strategic oversight, stakeholder engagement, and business development. The officer will ensure that P4P's interventions are effectively managed, aligned with global best practices, and adequately financed.

### 3. KEY RESPONSABILITIES

#### a) Programme planning and implementation:

Lead the development and execution of country-specific rollout strategies, ensuring they are grounded in P4P's frameworks, tools, and methodologies.

Assist in coordinating and supporting Participatory Periodic Reviews (PPR), working closely with the measurement team and national partners.

**b) Programme management and policy support:**

Provide comprehensive programmatic support, ensuring program activities are congruent with the Principles for Peace and organizational goals.

Guide the preparation and approval processes for strategic documents, including project documents, ensuring alignment with P4P's strategic direction.

**c) Monitoring, evaluation, and resource management:**

Implement robust monitoring of program outputs and budgets to optimize resource allocation and ensure program targets are achieved.

**d) Business development and resource mobilization:**

Work closely with the partnership team to identify and pursue new funding opportunities, draft compelling proposals, and create briefing materials to support resource mobilization strategies.

Foster relationships with current and prospective donors, effectively communicating P4P's value proposition and aligning efforts with donor interests and priorities.

**e) Directorate collaboration:**

Work closely with the directorate to coordinate and prepare reports, briefing materials, briefing notes, and policy briefs.

Ensure the directorate is well-informed for internal and external engagements, synthesizing complex information into actionable insights and clear communications.

**f) Stakeholder engagement and representation:**

Represent P4P in relevant forums, working groups, and discussions, elevating the organization's profile and influence in the peacebuilding ecosystem.

## 4. QUALIFICATIONS

- A degree in Peace Studies, International Relations, Development Studies, or a related field.
- Five years of Demonstrated experience in program management, including planning, implementation, monitoring, and evaluation, preferably within the peacebuilding, peacemaking, or international development sectors. Field experience is a strong asset.
- Strong business development and resource mobilization skills, with experience in proposal writing and donor relations.
- Exceptional analytical and strategic thinking abilities, with a proven track record of managing complex projects and making data-driven decisions.
- Excellent communication and interpersonal skills, capable of building and maintaining productive relationships with a diverse range of partners and stakeholders.
- An inherent growth mindset, entrepreneurial spirit, willingness to go above and beyond for mission success, flexibility, and adaptability are essential.
- Willingness and ability to travel internationally, often to challenging environments, as required.
- Eligibility to work in Switzerland: Candidates must be EU/EFTA nationals or possess a valid work permit that allows them to work in Switzerland.

## 5. 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.

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 into 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.

**Please note that P4P cannot facilitate work permits for non-EU/EFTA nationals at this time.**

## 6. 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.

We value diversity and aim to achieve gender equality, welcoming applications from all backgrounds.

## 7. HOW TO APPLY

Submit a cover letter and resume/CV detailing relevant experience and qualifications for this multifaceted role to [hr@principlesforpeace.org](mailto:hr@principlesforpeace.org) by the 1<sup>st</sup> of December 2023. Please include writing samples and references

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

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