

## Job announcement

- **Position:** Communication Officer (CO)
- **Location:** Geneva, Switzerland
- **Contract type:** Part-time (60%) – maternity replacement
- **Reporting line:** Director of Partnerships and Advocacy
- **Closing date for applications:** 23 August
- **Expected starting date:** 9 September 2024

### 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 organisations.

### 2. JOB SUMMARY

The Communications Officer, under the direct supervision of the Director of Partnerships and Advocacy will play a crucial role in supporting initiatives to foster strategic communication and partnerships, advocating for the uptake of the Principles for Peace; and mobilising resources from donors and partners to facilitate P4P's mission and work in different contexts. This position requires a multifaceted professional adept at communications and partnership management with strong communication and advocacy skills. The officer will be expected to work closely with other members of the Partnerships and Advocacy team, and ensure that P4P's interventions are effectively managed, aligned with global best practices, and adequately financed.

### 3. KEY RESPONSABILITIES

#### Strategic communication

- Design and implement Develop and plan the implementation of an organisational communications strategy that aligns with the Foundation's mission and priority areas.

- Develop and plan the implementation of tailored communication plans for P4P’s stakeholder platform and internal and external events, identifying target audiences, platforms, products, and key messages.
- Track and analyse communication efforts, website traffic, social media engagement, and other relevant metrics to measure the effectiveness of communication strategies and make improvements.

### **Content creation and management**

- Collaborate with P4P’s staff, partners and collaborators to gather information and stories on the Foundation's work for external communications.
- Create and publish compelling and timely content for organisational platforms and social media that highlight the Foundation's initiatives and impact.
- Support the up keep of the new P4P website including management of content and populating the online resources library.
- Liaise with external service providers (graphic designers, website editors, etc.) for the production and publication of communications content.
- Liaise with counterparts in partner organisations to amplify complementary work on social media and websites.
- Ensure consistent and effective branding across all communication materials, maintaining the Foundation's visual and messaging standards.
- Monitor online presence to safeguard the Foundation's reputation and respond appropriately to any communications-related issues.
- Resource mobilisation support
- Support preparation of funding proposals and donor reports
- Support preparation of meetings with donors (invites, agenda, minutes, follow up)
- Maintain database/records of all relevant donor-related information including regular donor intelligence updates
- Support building and maintaining of relations with all partners (governments, donors, international organisations, NGOs, CBOs, academia and thinktanks) to achieve P4P’s vision, goals and objectives

### **Media relations**

- Identify opportunities for media coverage of the Foundation's activities and events.
- Support content for media pitches and coordinate media inquiries and interviews.

### **Setup a digital assets library**

- Collect P4P’s digital assets (image, audio, and video content).
- Setup P4P’s digital asset library in SharePoint, to allow P4P’s collaborators to easily discover and reuse digital assets that others have already created to exert tighter control over brand-sensitive content and to be able to ensure that only approved assets for products are made available to the appropriate users.

## **4. REQUIREMENTS**

- University degree in Communications, Journalism, Policy and International Relations, or related field.
- Proven experience in communications, public relations, events management or related roles.
- Proven experience in policy development and advocacy. Experience in policy advocacy on peace and security issues is desirable.

- Strong writing, editing, and proofreading skills, with an ability to convey complex concepts in a clear and compelling manner. Proficiency in digital communication tools, content management systems, and social media platforms.
- Excellent interpersonal and relationship-building skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Excellent verbal and written skills in English required. Fluency in French, Spanish or Arabic is desirable.

**a) 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 organisation 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 organisation 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 role to [hr@principlesforpeace.org](mailto:hr@principlesforpeace.org) by 23 August 2024. Please include writing sample(s) and references.

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient.

Incomplete applications or applications received after the deadline will be disregarded. Only shortlisted candidates will be contacted.

In case of disability, please mention any adjustments that will assist you in attending the written test/ interview or undertaking this post.

The applications will be treated confidentially.

Note to be published:

<b>Author(s):</b>	Antoine Bossel
<b>Reviewer(s):</b>	Peter Batchelor
<b>Version's date:</b>	01/02/2024