

Job description

- Position: Policy Associate
- Location: Geneva, Switzerland
- Contract type: Full-time, 6 months
- Reporting line: Special Initiatives Coordinator
- Deadline to apply: May 15

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. ROLE PURPOSE

The Policy Associate will support the effective implementation of the Special Initiatives of the Principles for Peace Foundation (P4P), especially the *Uniting for a Shared Future* initiative on Israel-Palestine, working closely with the Special Initiatives Coordinator in the office of the Executive-Director. The Associate will play a central role in supporting program coordination and management, knowledge management, database and contact systems, donor and partner engagement, report-writing, event-planning, and research and documentation efforts, ensuring alignment with P4P's vision and Principles for Peace. The role is designed for a highly organized and proactive individual who demonstrates a high degree of integrity and commitment to P4P's mandate and can thrive in a dynamic environment.

1. Support to the Implementation of P4P's Special Initiatives :

- 1.1. Assist in the planning, implementation, and monitoring of P4P's Special Initiatives, particularly the *Uniting for a Shared Future* initiative, including logistical support for

meetings, events, workshops, and procurement processes related to Special Initiatives.

- 1.2. Assist in research, drafting and formatting presentations, background briefs, reports, and communications, mapping key actors, ideas, and efforts.
- 1.3. By delegation, support coordination with consultants, staff, and partners involved in Special Initiatives, and draft contracts for engagement of additional partners, staff, consultants, and service organizations as required.

2. Supporting Program Management and Partnerships:

- 2.1. Support program development efforts to expand P4P's reach.
- 2.2. Support partner communications, ensuring good record-keeping and regular updates.
- 2.3. Support proposals and reports to partners.

3. Knowledge Management and Documentation

- 3.1. Support the development and maintenance of internal knowledge systems to ensure effective storage, accessibility, and use of documentation.
- 3.2. Manage and regularly update databases of key contacts, including experts, donors, partners, participants, and stakeholders involved in Special Initiatives.
- 3.3. Support the refinement and development of effective systems for streamlining knowledge management and operational efficiency.

4. Additional Responsibilities:

- 4.1. Undertake any other tasks as needed aligned with the Associate's expertise and P4P's needs.

3. QUALIFICATIONS AND EXPERIENCE

- Masters degree in Political Science/International Relations (or currently enrolled). Specialization in conflict resolution, the Middle East, or related fields would be an advantage.
- Excellent English communication skills. A strong knowledge of French is highly desired. Knowledge of Arabic and/or Hebrew is an advantage.
- Demonstrated experience in event planning, database management, policy support, program support and program development, and stakeholder management would be an advantage.
- Knowledge of governmental, civil society, and/or policy environments is desirable.
- Ability to work effectively in a start-up environment and adapt to changing demands with flexibility and creative thinking.
- Ability to handle confidential information with discretion and good judgment, demonstrating a high degree of professional integrity.
- Drive for excellence aligned with a practical mindset and high professional standards and commitment to duty and outcomes, as demonstrated by prior achievements.
- Strong team player, collaborative, and capable of building effective relationships across all levels.
- Strong problem-solving, analysis, and policy writing skills with an eye for detail and objectivity.
- Sound planning and organizational skills and a proven ability to meet deadlines.
- Ability to handle multiple tasks and work under pressure.

- Proficiency in Microsoft Office Products especially relating to databases and reporting.