

Job description

Position Title

Senior Advisor to the Executive Director (Policy & Engagement)

Location: Geneva, Switzerland

Reports to: Executive Director

Contract Type: Full-time

Application Deadline: [May 24, 2025]

Application Process

Please submit the following to hr@principlesforpeace.org with the subject line “*Senior Advisor – Policy & Engagement Application*”:

1. Curriculum Vitae (max 3 pages)
2. Motivation Letter (max 1 page)
3. One authored policy document, strategy note, or publication relevant to the role

About Principles for Peace (P4P)

Principles for Peace (P4P) is a Swiss peacebuilding organization whose approaches and methodologies emerged from a four-year global consultation process involving thousands of stakeholders in over 60 countries and over 700 case studies.

P4P operates within the global peacebuilding ecosystem and is directly engaged in accompanying peace processes in Somalia, the Philippines, and—since March 2024—Israel-Palestine, through the Uniting for a Shared Future (USF) coalition.

We have pioneered:

- A common set of principles, standards, and methodologies for peacebuilding and stabilization.
- Coalition-building and accompaniment to support legitimate, inclusive peace processes.
- The **Peace Navigator**: a measurement platform tracking peace trajectories in over 50 countries.
- Simulations and course-correction tools to improve decision-making, legitimacy, and inclusion.

P4P bridges political leadership, data, and financing to shift peacebuilding from fragmented crisis response toward legitimate and sustained solutions.

Position Summary

The **Senior Advisor to the Executive Director (Policy & Engagement)** is a senior strategic role at the center of P4P’s leadership and diplomacy. This role combines high-level policy advisory, strategic coordination, and external engagement, working directly with the Executive Director (ED) to advance institutional priorities across policy, thought leadership, and strategic partnerships.

The role supports the ED in driving institutional coherence, positioning P4P in key policy spaces, and cultivating high-level relationships across governments, multilaterals, and civil society.

Key Responsibilities

1. Strategic Advisory and Coordination

- Serve as a principal advisor to the Executive Director on policy positioning, institutional priorities, and strategic engagement.
- Ensure coherence across internal planning, strategic initiatives, and external representation.
- Prepare policy briefings, talking points, and strategic communications for high-level meetings and diplomatic engagements.

2. Policy Development and Thought Leadership

- Lead the development of strategic policy documents, concept notes, and opinion pieces.
- Guide P4P’s contributions to multilateral system, platforms, and regional policy processes.

- Ensure that P4P's policy outputs reflect the organization's mission, principles, and geopolitical relevance.

3. External Engagement and Representation

- Represent P4P in high-level fora, confidential dialogues, and strategic convenings.
- Maintain and expand relationships with strategic partners including governments, multilaterals, donors, and influential thought leaders.
- Co-lead the design and delivery of P4P convenings and Forum.

4. Donor Relations and Institutional Positioning

- Support donor engagement in coordination with the Executive Director, including content development, strategic framing, and cultivation.
- Help shape strategic proposals and institutional partnerships aligned with P4P's mission and methodologies.

Required Qualifications

- Master's degree or equivalent in International Relations, Peace and Conflict Studies, Public Policy, or a related field.
- At least 8 years of relevant experience in international policy, peacebuilding, diplomacy, or conflict prevention.
- Proven track record in political advisory, external engagement, and institutional strategy.
- Deep understanding of multilateral processes and platforms.
- Outstanding communication and writing skills, with experience drafting for executive, diplomatic, and policy audiences.
- Experience working closely with executive leadership and managing high-stakes relationships.
- Ability to navigate politically sensitive environments and represent organizational positions with discretion and authority.
- Fluency in English, French-desirable

Desirable Attributes

- Highly motivated, proactive, and mission-driven, with a demonstrated ability to take initiative and drive workstreams independently.
- Comfortable operating in a **fast-paced, start-up environment** where priorities evolve quickly and agility is essential.
- Strong sense of ownership, adaptability, and a willingness to go beyond formal responsibilities to get the job done.
- Excellent interpersonal and intercultural skills; able to navigate ambiguity and collaborate across diverse teams and stakeholders.