

Job description

- **Position:** Operations & Administration Support Officer
- **Location:** Geneva, Switzerland
- **Contract Type:** Full-time
- **Reporting line:** Manager Operations & Business Optimization

1. BACKGROUND TO THE PRINCIPLES FOR PEACE

The Principles for Peace Foundation (P4P) is an independent, Geneva-based think-and-do tank dedicated to accompanying peace and security actors and reshaping global peace efforts through principled pragmatism and measurable effectiveness.

We work as a trusted partner to organizations, national and international actors, equipping them with the tools, data, and strategies necessary to make peace processes more legitimate, inclusive, and durable. Our approach is grounded in a principled pragmatism and a strong focus on accountable security, legitimacy and inclusion distilled from global consultations and over 700 case studies.

2. ROLE SUMMARY

The Operations & Admin Support Officer ensures the efficient functioning of P4P's internal operations, providing essential support across financial coordination, procurement, logistics, office management, and overall administrative systems. Working under the Manager of Operations & Business Optimization, the Support Officer manages key administrative processes, including documentation, contract support, and coordination with the Operations Service Center.

The role supports financial and audit preparation, maintains contract and supplier records, oversees office and asset management, and ensures smooth logistical arrangements for staff, programs, and events. The Support Officer also contributes to procurement compliance, office administration, and cross-team coordination. As P4P grows, the officer supports additional operational and administrative tasks in line with organizational needs.

3. KEY RESPONSABILITIES

a) Financial Administration Support

- Ensure budget lines are up to date in the workplan for the administrative budget
- Support budget monitoring and provide administrative and financial inputs for budget updates.
- Assist the Operations Service Center with the preparation and coordination of internal and external audits, ensuring timely provision of supporting documents.
- Ensure correct filing, archiving, and accessibility of financial documentation following best practice naming conventions
- Regularly process expenditures ensuring appropriate charge codes are used.

b) Suppliers, Contracts & Partnerships Support

- Support drafting, filling, reviewing, and managing contracts, MoUs, partnership and sub-grant agreements.
- Conduct supplier and partner due diligence checks and maintain compliance documentation.
- Maintain the contract management tracking system and ensure timely renewals or updates.
- Monitor the financial processing workspace, update and take action when necessary.

c) Logistics, Office Management & Asset Administration

- Support logistical arrangements for operations and programs, including travel bookings, visas, transportation, and accommodation.
- Manage office administration, including supplies procurement, service provider coordination, and facility upkeep.
- Oversee maintenance, repairs, and inventory control for P4P equipment, assets, and infrastructure.
- Maintain the organization's inventory system and ensure periodic updates.
- Support the planning, organization, and documentation of internal and external meetings, workshops, and events (venue booking, catering, administrative preparations, onsite support).

d) Procurement

- Support procurement processes and ensure all purchases follow P4P policies and procedures.
- Ensure proper documentation of procurement steps, including quotations, comparative analyses, and purchase approvals.
- Assist in drafting and reviewing procurement-related contracts and agreements.

E) Additional Other Responsibilities

The above responsibilities are not exhaustive. As organization is expanding and ad hoc tasks often make up the lion's share of a typical day's work. The Support officer may be assigned additional duties aligned with their skills and P4P needs, such as:

- Support drafting, revising, and disseminating P4P policies, guidelines, manuals, and SOPs.
- Support capacity development activities such as training and the development of pedagogical materials for employees and partners (admin, HR, finance, logistics).
- Provide administrative and coordination support for cross-team initiatives.

4. QUALIFICATIONS

- University degree in Administration, Management, Finance, or related field; or equivalent demonstrated experience.
- Minimum 3-5 years of relevant administrative or operations experience.
- Excellent communication skills in English and French (written and spoken).
- Strong administrative and organizational skills, insurance management, and office administration.
- Ability to work effectively in a fast-evolving environment, managing multiple priorities.
- Familiarity with Swiss administrative processes, labor regulations, and insurance systems.
- High level of discretion, integrity, and ability to handle confidential information.
- Demonstrated teamwork, adaptability, problem-solving, and results-oriented mindset.
- Experience supporting events, logistics, and multi-stakeholder coordination is an asset.

5. CONDITIONS OF SERVICE

P4P applies a clear and consistent approach to compensation. Salary levels reflect the responsibilities of the role, the contribution to the organisation, and conditions in the local labour market, while ensuring responsible use of resources and internal equity.

Staff accrue 2.5 days of annual leave for each month of service, equivalent to six weeks of paid leave per year.

Staff members are insured for retirement, disability and death through the state AVS scheme and a complementary pension plan provided by a private foundation in line with the LPP. P4P has entered into an agreement with a private pension foundation to ensure appropriate coverage. Further details are available on the CIEPP online platform. The employer covers 60 per cent of the pension contributions and the employee covers 40 per cent.

Please note that P4P is currently not in a position to facilitate work permits for candidates who are not EU or EFTA nationals.

P4P values diversity and is committed to gender equality. We welcome applications from candidates of all backgrounds who meet the requirements of the role and are motivated to contribute to our mission.

6. HOW TO APPLY

Submit a cover letter and resume/CV detailing relevant experience and qualifications for this multifaceted role to hr@principlesforpeace.org by December 26, 2025. 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.

The applications will be treated confidentially.