

## CALL FOR EXPRESSION OF INTEREST

- **Title:** Temp agency or freelancers - Event Support Assistant
- **Location:** Geneva
- **Duration:** March 9 to 31 2026
- **Contract Type:** Framework Agreement - Service contract
- **Reporting line:** Operations Manager

### 1. BACKGROUND

The Principles for Peace Foundation (P4P) is an independent organisation that seeks to reset how peace is built, measured and supported. Guided by the Principles for Peace, P4P works along two strategic pillars.

The first pillar focuses on country accompaniment. P4P supports governments, national actors and coalitions to design and implement legitimate and inclusive peace arrangements and reconciliation processes.

The second pillar focuses on global architecture and tools. P4P develops and deploys methodologies, Simulations, peace and the Peace Navigator, an AI powered measurement platform, and uses them to inform policy, decision making and practice.

P4P operates as a nimble, high performing team that works in a consulting style talent pool. Staff are organised into task teams under the leadership of thematic leads and work across assignments rather than in fixed silos.

### 2. PURPOSE OF THE POSITION

P4P is looking for Event Support Assistants to provide operational and logistical support to the organizing team for two upcoming high-level convenings in late March and in Autumn:

The role requires immediate engagement to assist with conference preparation tasks and active participation during the events to ensure seamless execution and high-quality service delivery.

We are seeking either a temp agency able to provide such profiles or individual freelancers on short-term consultant contracts for these roles.

This would be a framework contract with agreed-upon rates and tasks, allowing us to easily re-hire for future events through a simplified procurement process. We will, for example, have a similar event in autumn 2026.

### 3. KEY RESPONSABILITIES

#### 1- Preparation Phase (March 9 to 24)

- Assist with preparation of badges, QR codes, and printing services.
- Assemble participant folders (agendas, brochures, printed materials)
- Configure and test scanning devices for participant check-in.
- Support preparation of registration lists and ensure accurate data handling.
- Discretion and maintaining confidentiality of the event and its participants during the whole process.

#### 2- Pre-Event (March 25)

- Provide meet-and-greet services at arrival points (airport/hotel), including late arrivals.

- Support pre-registration desk and participant check-in.
- Distribute folders, name tags, and conference materials.
- Provide information desk support to answer queries and guide participants.

### **3- During Event (March 26-28)**

- Operate registration desk and manage onsite check-in.
- Use scanning devices for participant entry and data collection.
- Offer logistical support throughout the event (wayfinding, troubleshooting, information desk).
- Assist with printing and distributing materials (agendas, name tags, signage).
- Maintain a professional and welcoming atmosphere aligned with the event's high standards.
- **Ad Hoc Event Support:** Respond to last-minute logistical needs, assist with coordination between teams (e.g. tech, security, hospitality), and support VIP handling and discreet backstage operations.
- **Dress code:** Full formal attire as per event requirements.

### **4- Post-event (March 30 & 31)**

- Assist with filing and organizing event documentation.
- Support in sorting and archiving participant data and materials.
- Help with inventory checks and packing of event supplies.
- Provide administrative assistance for post-event reporting and follow-up tasks.

### **5- Other duties as required**

- Tasks may evolve based on the convening's needs and dynamics.

## **4. QUALIFICATIONS AND EXPERIENCE**

The temp agency or freelancers would bring the following skillsets and experience for these roles:

- Previous experience in event organization, logistics or hospitality.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work under pressure and adapt to last-minute changes.
- Basic IT/computer skills (MS Office, QR code handling, scanning devices).
- Flexibility to work evenings and weekends during event days.
- Professional demeanor, reliability and service-oriented mindset.
- Language: Fluency in English required, additional languages (French, Arabic) are an asset.

## **5. HOW TO APPLY**

For temp agencies: Submit an expression of interest and credentials showing you are able to easily mobilise such profiles for this role to [info@principlesforpeace.org](mailto:info@principlesforpeace.org) by 23 February 2026.

For freelancers: Submit an expression of interest and resume/CV detailing relevant experience and qualifications for this role to [info@principlesforpeace.org](mailto:info@principlesforpeace.org) by 23 February 2026.

We reserve the right to close the call for expression of interest 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.