

## Job description

- **Position:** Policy Associate
- **Location:** Geneva, Switzerland
- **Contract Type:** Full-time

### 1. BACKGROUND TO THE PRINCIPLES FOR PEACE

The Principles for Peace Foundation (P4P) is an independent, agile think-and-do tank that seeks to reset how peace is built, measured and supported. Guided by the Principles for Peace, P4P builds discreet spaces for dialogue and mediation, accompanies national and regional actors, and advances strategic initiatives that translate peacebuilding from dialogue to design, and from design to decision.

P4P's work currently spans four main areas: country accompaniment of national governments and civil society actors navigating fragile transitions; GAPS-MENA, a twice-yearly high-level Middle East regional convening with political, security, and economic actors; Uniting for a Shared Future, a binational coalition of more than 550 Israeli and Palestinian leaders; and simulations and AI-supported mediation through our Peace Navigator platform.

P4P operates as a nimble, high-performing team with a flat structure. Staff work in a consulting-style talent pool, organised into task teams around assignments rather than fixed silos, and typically contribute to several workstreams at the same time.

### 2. ROLE SUMMARY

The Policy Associate supports the delivery of the organisation's work across its different workstreams. Rather than being assigned to a single programme, the Associate will contribute to several files at once, which may include country accompaniment, regional convenings, coalition-building initiatives, or simulations and AI tools, depending on organisational priorities and the expertise and interest of the Associate.

Working closely with colleagues across the team, including the Executive Director, the Associate will support research and drafting, programme coordination, event planning, partner and donor engagement, AI tool development, and knowledge management, ensuring alignment with P4P's vision and the Principles for Peace.

The role is designed for a highly organised, proactive and adaptable individual who demonstrates a high degree of integrity and commitment to P4P's mandate, enjoys moving between topics, and thrives in a dynamic, fast-paced environment.

### 3. KEY RESPONSIBILITIES

#### **A. Research, analysis and drafting**

- Conduct research and analysis, including mapping of key actors, ideas and initiatives, to inform P4P's work across workstreams.
- Draft and format background briefs, presentations, reports, meeting notes and other communications.

#### **B. Programme coordination and events**

- Assist in the planning, implementation and monitoring of activities, including logistical support for meetings, convenings, workshops and missions.
- Support coordination with consultants, staff and partners and, by delegation, help prepare contracts and procurement processes.

#### **C. Partnerships and programme development**

- Support program development efforts, as well as proposals and reports to donors and partners.
- Support partner communications, ensuring good record-keeping and regular updates.

#### **D. Knowledge management**

- Help develop and maintain internal knowledge systems and databases of key contacts, including experts, donors, partners and participants.
- Contribute to refining systems and processes that support an agile and integrated organisation.

#### **E. Additional responsibilities**

- Undertake other tasks aligned with the Associate's skills and P4P's evolving needs, moving flexibly between files as priorities shift.

### 4. QUALIFICATIONS

- Master's degree in political science, international relations or a related field. Specialisation in conflict resolution, peacebuilding, or the Middle East is an advantage.
- Experience in policy or programme support, research, event planning, database management or stakeholder engagement is an advantage.
- Knowledge of governmental, civil society and/or policy environments is desirable.
- Strong analytical, problem-solving and policy writing skills, with an eye for detail and objectivity.
- Sound planning and organisational skills, with the ability to handle multiple tasks, work under pressure and meet deadlines.
- Flexibility and creative thinking, with the ability to move between different workstreams and adapt to changing demands in a start-up environment.
- Strong team player, collaborative and able to build effective relationships across all levels.

- Discretion and sound judgement in handling confidential information, with a high degree of professional integrity.
- Proficiency in Microsoft Office, especially relating to databases and reporting.
- Excellent command of English, written and spoken. A strong knowledge of Arabic, French and/or Hebrew is an advantage.
- Eligibility to work in Switzerland. Candidates must be Swiss, EU or EFTA nationals or hold a valid work permit that allows them to work in Switzerland.

## 5. CONDITIONS OF SERVICE

Conditions of service, including salary, pension and leave, are in line with P4P's established framework and will be shared with shortlisted candidates. They reflect the responsibilities of the role, conditions in the local labour market and P4P's commitment to internal equity and responsible use of resources.

## 6. WORKING WITH P4P

P4P offers a setting where a small team works on issues of global significance with governments, multilateral institutions and local partners. The Policy Associate will gain broad exposure to P4P's different workstreams and have the opportunity to contribute directly to initiatives that shape how peace is built and supported.

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.

## 7. HOW TO APPLY

Candidates are invited to submit a cover letter and CV, along with one relevant writing sample and contact details for referees, to [hr@principlesforpeace.org](mailto:hr@principlesforpeace.org) by 15 November 2026.

Only shortlisted candidates will be contacted.