

Geneva Peace Week Project Lead

Location: Geneva

Time Commitment: 80%-100% (negotiable)

Start Date: 1 July, 18-months (renewable)

The role:

Reporting to the Executive Coordinator of the Geneva Peacebuilding Platform (GPP), this role will project manage [Geneva Peace Week](#) (held every November). This role will be responsible for coordinating the GPW Consortium of partner organizations in the strategic planning and thematic orientation of GPW, in addition to project managing the implementation of GPW, and the GPW team. Geneva Peace Week is a leading annual forum in the international peacebuilding calendar, and the flagship event of the [Geneva Peacebuilding Platform](#). The GPP is hosted by the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), one of its founding members. The contract for this position will therefore be established with the Graduate Institute.

The duties and responsibilities of the Project Lead are to:

- Project-manage the implementation of Geneva Peace Week.
- Coordinate the GPW Consortium of partner organizations in the strategic planning and orientation of GPW (see partners below).
- Lead the annual management cycle, overseeing the strategic planning, application process, coordination of GPW partner organizers, development of strategic partnerships, communications, and the implementation of key project milestones.
- Lead on the substantive/thematic design of the GPW programme, in coordination with the Executive Coordinator and Community Management Lead.
- Lead GPW's monitoring and evaluation process.
- Recruit and supervise all temporary GPW staff.
- Support Community Management initiatives together with the project lead, as time allows.

Your profile:

Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a prerequisite.

- Minimum masters-level university degree in a field related to the content of Geneva Peace Week, i.e. in international relations, international affairs, political science or conflict studies, with 5-6 years of relevant professional experience;
- Experience in working on peacebuilding topics and themes;
- Experience in facilitating and contributing to multi-stakeholder projects;

- Strong management and coordination skills, and ability to prioritise multiple tasks;
- Experience in designing forums and organizing high-level events
- Ability to work independently and under pressure; a self-starter
- Fluency in English and strong writing skills

Advantages include:

- Experience in using communication and collaboration platforms (Microsoft Teams/Webex Teams etc.)
- Experience in facilitation
- Experience in designing and organizing hybrid events (Zoom, Webex Meetings etc.)
- Fluency in French and strong writing skills

We offer:

- a rewarding, dynamic and challenging work experience with a large scope for creativity and initiative.
- the chance to participate in Geneva Peace Week and work with more than 100 partner organizations in fields related to peacebuilding.

If you think you are a good match for this position, please send your application to info@gpplatform.ch as soon as possible, as this position will be filled as soon as a suitable candidate is found. Please send an email with the subject heading 'GPW PROJECT LEAD_FULL NAME '. Your application should enclose:

- 1) a one-page motivational statement in English describing your relevant experience and what you would contribute to GPW
- 2) a concise CV (maximum two pages)

The Geneva Peacebuilding Platform is committed to equality of opportunity and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, gender identity, class, education, indigeneity, religion, ability, native language, color, and family status.

The Geneva Peacebuilding Platform is a knowledge hub that connects the critical mass of peacebuilding actors, resources, and expertise in Geneva and worldwide. Founded in 2008, the Platform has a mandate to facilitate interaction on peacebuilding between different institutions and sectors, and to advance new knowledge and understanding of issues and contexts related to building peace. Geneva Peace Week is a leading annual forum in the international peacebuilding calendar, and the flagship event of the Geneva Peacebuilding Platform.

The Geneva Peacebuilding Platform is a partnership between five institutions; the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), the Geneva Centre for Security Sector Governance (DCAF), the Geneva Center for Security Policy (GCSP), Interpeace, and the Quaker United Nations Office (QUNO).