

swisspeace is a practice and research institute dedicated to advancing effective peacebuilding. Partnerships with local and international actors are at the core of our work. Together, we combine competence and creativity to reduce violence and promote peace in contexts affected by conflicts. In collaboration with the University of Basel, swisspeace offers a number of postgraduate programs and courses for peacebuilding professionals from around the world.

To support the Continuing Education team, we are looking for two:

Interns (100%)

The first internship is for the period from 15 August 2024 to 14 February 2025.

The second internship is for the period from 1 February 2025 - 31 July 2025.

Please state your preferences in your cover letter.

Duration: 6 months

Gross monthly salary: CHF 1,500

Your tasks:

- Support the organization and implementation of courses (virtual and on-site courses)
- Support the course administration (e.g. applications, course material, documentation)
- Support advertising activities (e.g. mailings, social media)
- Manage communication with participants and faculty

Your profile:

- BA (higher degrees will not be accepted) in international relations, political sciences, social sciences, peace studies or similar disciplines
- Strong communication skills
- Strong organizational skills, reliable and paying attention to detail
- Self-initiative, ability to work independently and as part of a team, ability to work under pressure
- Excellent IT skills (MS Office, particularly Excel and Word)
- Proficiency in English (C1); good command of German or French
- Social media skills are an asset

Our offer:

- A challenging internship in an attractive field of work with political relevance
- Gaining insights in all of swisspeace's thematic areas and meeting experienced academics and practitioners from all over the world
- Possibility to work independently and as part of a team and to develop your own ideas
- A positive working atmosphere in a dynamic and international team
- Good working conditions and an attractive place of work in Basel, Switzerland.

Due to the Swiss regulations on the admission of foreign workers, only applicants with an existing Swiss work permit or citizenship of Switzerland or of an EU/EFTA state can be considered for this internship position.

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 30 April 2024. [Please submit your application via our online portal](#). Other means of application will not be accepted. Interviews will take place in the week of 6 May, if possible, in our office in Basel.

For further information please consult our website www.swisspeace.ch or contact us by phone under +41 61 551 56 26.