

Internship at the Center for Peacebuilding (KOFF)

General terms

- Starting date: 1 November 2014 or by agreement
- Duration: 6 months
- Closing date for applications: 9 July 2014
- Gross pay per month: between CHF 1,500 – 2,400 (depending on qualifications and previous work experience)

Background

The **Center for Peacebuilding (KOFF)** is the Swiss networking platform for state and non-governmental peacebuilding actors to promote policy dialogue and processes of common learning. In addition to roundtables and workshops devoted to specific countries and topics, KOFF offers consultancy services, strategy development and training programs tailored to members' needs. KOFF is funded and supported by the Federal Department of Foreign Affairs and 45 Swiss non-governmental organizations.

The tasks of the intern

- Thematic and administrative support to the KOFF project director
- Support to the KOFF gender focal point: Research on various gender & peacebuilding topics in support of ongoing mandates and missions
- Assistance with the planning and organization of roundtables, workshops and trainings
- Writing minutes and documents

The profile of the intern

- Masters Degree in social sciences or equivalent (in principle)
- Knowledge of gender in peacebuilding issues; gender studies is an advantage
- Some work experience in the field of international cooperation and/or peacebuilding
- Excellent organizational skills and ability to handle flexible workload
- Excellent knowledge of English, comprehension of spoken and written German

Please send your application (a CV and a letter of motivation) by email to info@swisspeace.ch no later than **9 July 2014** with the reference "Internship at KOFF - swisspeace 2014" in the subject heading of the email.