

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.

For its Continuing Education team, swisspeace is looking for a:

Continuing Education Coordinator (80 - 100%)

Starting date: 1 December 2024 (or by agreement)

The Continuing Education team is responsible for developing and coordinating swisspeace's continuing education offer. The team is responsible for ensuring high-quality courses, strategic planning, and guaranteeing the financial viability of all courses and study programs.

We offer study programs in collaboration with the University of Basel in Switzerland (MAS, DAS, CAS). Our high-quality peacebuilding courses bring together international participants and provide a platform for learning and exchange in Basel and online. The courses rely on swisspeace's practice and research expertise.

Your tasks:

- Coach and support swisspeace experts in the design, implementation and follow-up of courses,
- Co-facilitate courses,
- Advise swisspeace experts on methodologies for adult education,
- Support the administration of the course offer including the CAS, DAS and MAS programs,
- Coordinate advertising activities (e.g. social media),
- Grade academic assignments,
- Quality management, monitoring and evaluation of courses.

Your profile:

- Passionate about adult education and peacebuilding,
- Ready to take initiative and responsibility,
- Strong intercultural and communication skills,
- Excellent English language skills, German and French are assets,
- Masters' degree (political or social sciences, education or similar disciplines),
- First work experience,
- Strong organizational skills, reliable and paying attention to detail,
- Independent, efficient, and swift to learn,
- Enjoy working in a small team.

Our offer:

- An interesting and challenging position in an attractive field of work with political relevance,
- An annual salary as per experience of CHF 70,000 to CHF 78,000.
- Attractive working conditions and flexible office hours in Basel,
- A positive working atmosphere in a dynamic and international organization.

We look forward to receiving your complete application in English including a cover letter, CV, work certificates and diplomas by 13 October 2024. Please submit your application [via our online portal](#). Other means of application will not be accepted. Interviews will take place during calendar week 43 and 44.

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