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Vacancy Announcement Trainee Position 2021

Starting date: from September 2021

Application deadline: 16 August (Noon, CET)

Location: PeaceNexus Foundation, Prangins (Vaud-Switzerland)

Language requirements: Fluent English and French (Russian and/or Chinese desirable)

Type of contract: Trainee 6 months (minimum)

PEACENEXUS FOUNDATION Prangins (VD), Switzerland

The PeaceNexus Foundation is a private Swiss foundation established in 2009 that provides services to strengthen the effectiveness of organisations that play a role in building peace. We work in Central Asia, South East Asia, West Africa and the Western Balkans, with local partners who are addressing specific conflict risks. We also support international organisations that are active in fragile states and that contribute to social cohesion and peacebuilding. We multiply the peacebuilding impact of our partners through:

- Organisational development for peacebuilding champions;
- Developing capacities for conflict sensitivity; and
- Engaging with local communities, government authorities and business stakeholders to engage with one another, to address issues of common concern and build trust.

Duties and responsibilities

PeaceNexus is looking for a committed trainee with a focus on helping us strengthen our external communications and support our West Africa programme.

The trainee will have the following responsibilities:

- External communications, including website maintenance and drafting and editing of featured partnership highlights
- Support to our regional teams, in particular the West Africa team
- Research and analysis related to project implementation
- Support the Management Team and Head of Administration

Modalities

Trainees can work full time or part time. PeaceNexus will pay 2800 CHF per month (full time) and will provide professional supervision and guidance as well as tailored learning opportunities. Part-time trainees should be prepared to work a minimum of 60%. The traineeship is for six months and can be extended up to one year.

Requirements

The trainee should have completed an undergraduate degree. A post-graduate degree in a relevant field and peacebuilding relevant work experience is an asset. The working language of PeaceNexus is English and strong communication skills in English are essential. Fluency in French is required for this role. Knowledge of Russian or Chinese is an asset.

The work requires strong analytical skills and an interest in and knowledge of conflict prevention and peacebuilding. Applicants will be required to demonstrate these competences in the application process.

Applicants should have a valid working permit for Switzerland, and or a study permit with a right for a gainful activity, when coming from a country outside the EU.

Application process: Short-listed candidates will be asked to complete a written exercise and attend an interview during the first week in September.

Please send your CV, with an application letter by **email** to: recruitment@peacenexus.org **by 16**

August 2021 (Noon, CET) with subject line: **Application Traineeship *First Name Last Name***.

Applicants should also include recommendations from professors and/or former employers.
