

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 expertise and creativity to reduce violence and promote peace in conflict-affected contexts. Thereby, we contribute to more impactful peacebuilding processes, a stronger knowledge-driven environment, and enhanced capacities of the peacebuilding community. swisspeace is an associated institute of the University of Basel.

swisspeace's Dealing with the Past Program is currently looking for a(n):

Associate Program Officer or Program Officer – Dealing with the Past (80 – 100 %)

To reinforce our team's work, we are looking for one new colleague. Based on your skills and experience, you may join us as an Associate Program Officer (APO) or as a Program Officer (PO).

Location: Basel, Switzerland

Starting date: 1 June 2025 (or by agreement); contract duration as APO: 2 years

The swisspeace Dealing with the Past (also referred to as transitional justice) team supports governmental and non-governmental actors working to overcome the legacy of massive human rights violations and breaches of international humanitarian law having occurred in contexts of colonialism, armed conflict and authoritarian regimes, and to prevent their reoccurrence.

Your tasks:

- Shape and develop swisspeace's work on Dealing with the Past in various contexts
- Develop partnerships, projects, and acquire mandates in support of Dealing with the Past processes with a focus on the MENA region, particularly Syria
- Provide expertise for Dealing with the Past processes in different contexts
- Deliver Dealing with the Past trainings, coachings and other capacity building activities for partners in peacebuilding contexts, at the University of Basel and internationally
- Contribute to practice-based research projects on Dealing with the Past
- Carry out the administrative and financial management of projects and mandates

Your profile:

- Masters' degree in a relevant discipline (international relations, political sciences, Middle Eastern studies, social sciences, law or similar disciplines)
- Aspiration to shape and grow swisspeace's work on Dealing with the Past bringing in personal experience and expertise in Dealing with the Past processes, international relations and / or peacebuilding
- 1 to 2 years (for APO) or 4 to 8 years (for PO) of relevant experience in supporting Dealing with the Past processes, international relations and / or peacebuilding
- Field experience in conflict and peacebuilding contexts is needed for PO level and an asset as an APO
- For the PO position, an existing network of peacebuilding actors in Syria would be a strong asset
- Excellent spoken and written English and Arabic language skills are necessary; alternatively, knowledge of Ukrainian or other relevant languages is a strong asset
- Excellent analytical and drafting skills
- Experience in delivering training and coaching activities
- A team player with an ability to deliver high-quality results under tight deadlines and an ability to work in politically sensitive contexts
- Strong intercultural, interpersonal and communication skills

Our offer:

- An interesting and challenging position in an attractive field of work with political relevance
- A competitive gross annual salary of CHF 48,000 to CHF 55,000 (100%) as APO or CHF 83,000 to CHF 95,000 (100%) as PO
- A positive working atmosphere, collaborating with highly motivated young and international practitioners and researchers who are passionate about their work
- Excellent working conditions, flexible office hours, and an attractive workplace in the city of Basel

We look forward to receiving your complete application in English, including motivation letter, CV, work certificates and diplomas by 29 March 2026. Interviews will take place between 9 and 24 April 2026.

Please submit your application through our online portal. Other means of application will not be accepted. More information can be found at www.swisspeace.ch or received by telephone at +41 61 551 56 99.