swisspeace is a practice-oriented peace research institute. It analyses the causes of violent conflicts and develops strategies for their peaceful transformation. swisspeace contributes to the improvement of conflict prevention and conflict transformation by producing innovative research, shaping discourses on international peace policy, developing and applying new peacebuilding tools and methodologies, supporting and advising other peace actors, as well as by providing and facilitating spaces for analysis, critical reflection and learning.

To support the Central Services, swisspeace is looking for

**Civilian Servants (‘Zivis’)**

**Starting date: by agreement**

The Central Services at swisspeace ensure smooth operation of finance, human resources, IT and other administrative and logistical processes to enable the thematic programs of swisspeace to work for a more peaceful world.

**Your tasks:**
- Manage the secretariat (reception of guests, main telephone, mail, processing all kinds of requests and more)
- Collaboration in the human resources administration.
- Event support (internal events, external events and trainings).
- Other administrative support as needed.

**Your profile:**
- Commercial apprenticeship or a degree in business administration or equivalent.
- Work experience is an asset.
- Good command (C1) of English and German.
- Reliable, service-oriented team player.
- Swiss citizenship and admission to the civil service.

**Our offer:**
- An interesting and challenging opportunity to do your civil service in an attractive field of work with political relevance.
- Opportunity to demonstrate your excellent organizational and communication skills.
- A positive working atmosphere in a young and international team.

Please send your application in English or German, including motivation letter, CV, work certificates and diplomas in PDF format to maria.hoffstetter@swisspeace.ch. More information about the civil service positions at swisspeace can be found on the official site of the Swiss civil service administration [https://www.ezivi.admin.ch](https://www.ezivi.admin.ch).