



The Centre for Humanitarian Dialogue (HD) is a private diplomacy organisation founded on the principles of humanity, neutrality, impartiality and independence. Its mission is to help prevent, mitigate and resolve armed conflict through dialogue and mediation. HD operates in more than 20 countries with more than 350 staff. HD is currently looking for a:

Project Officer – Ceasefires
Starting date: September 2024
Worktime: 50%, fixed term contract 12 month
Location: Switzerland, remote

HD operates in a fast-changing environment, with conflict causes and drivers cutting across individual conflict contexts and manifesting at a global level. Examples are geopolitical tensions, the effects of climate change, the increased use of digital technology in warfare, and the impact of transnational organised crime networks. Recognising these dynamics, HD in its 2024-27 Global Strategy has committed to reinforcing its country and regional programmes by engaging on global issues and themes that influence contemporary conflict dynamics and peacemaking opportunities. In doing so, HD will ensure its work remains innovative, adaptable, and relevant. The Global Strategy also seeks to empower HD's mediation teams through expert support, enabling them to provide conflict parties and trusted third parties with creative ideas, technical and thematic expertise, and tailored proposals on how to design peace negotiations and agreements.

To realise this vision, HD needs to be able to mobilise thematic expertise and tap into relevant networks, putting these at the disposal of regional programmes leading HD's peacemaking efforts. HD also needs to be able to incubate new topics and test innovative approaches. For this purpose, a thematic hub was established within HD's Mediation Support and Policy Unit (MESU).

The Project Officer (PO) is a member of the Ceasefires and Security Arrangements thematic group within the thematic hub of the Mediation Support and Policy Unit (MESU). The PO's primary responsibilities include supporting the management of a European Union (EU) funded project, developing written guidance, and offering support, training and advice to HD teams. The position requires worldwide travels.

Key responsibilities are:

- EU grant management:
 - Ensure communications with the donor
 - Ensure oversight of the budget
 - Produce the required narrative reporting
 - Support the production of financial reporting
 - Ensure communications and coordination with HD's project partners at ETH Zurich.
- Ceasefires and security arrangements:
 - Provide operational support and guidance to HD country teams on ceasefires and security arrangements
 - Support the generation of written guidance on topics including:
 - Gender mainstreaming in ceasefire negotiations
 - Do no harm in ceasefire negotiations
 - Ceasefires in environmental conflicts.
- Training:

- Development and management of an online self-study course, including the course website
- Coordination of the development of training materials, including simulations and table-top exercises, focused on ceasefire negotiations.
- Conduct trainings for HD teams, partners, and relevant interlocutors.

The successful candidate:

The ideal candidate should be an excellent communicator, able to build relationships effectively and present clearly to a range of stakeholders. They should have proven capacity to work autonomously and deliver timely results. They should be very knowledgeable in the field of ceasefires and have a desire to bring that to the role with creativity, commitment and compassion. The position is based in Switzerland. Significant travel will be involved. Specific criteria include:

- Advanced university degree (PhD or MA), in a discipline such as political science, law or international relations.
- Around 5 years of relevant work experience, with a clear link to ceasefires.
- Proven ability to develop ceasefire-related training and guidance materials.
- Project management experience.
- English language mastery. Professional proficiency in French highly desirable.
- Strong writing and analytical skills.
- Strong organisational skills.
- Exceptional ability to build and maintain relationships, and communicate effectively across cultures.
- Capacity to work autonomously and deliver timely results

If you are interested in this position and meet the required criteria defined above, please send your resume along with a short cover letter in a single PDF file by **07 August 2024** to hrgeneva@hdcentre.org. Please indicate “**Project Officer - Ceasefires**” in the subject line of your e-mail.

HD is an equal opportunity employer. For more information, please visit www.hdcentre.org