

swisspeace is a practice and research institute dedicated to advancing effective peacebuilding. It supports and advises local, national, and international actors relevant for peacebuilding, researches topics particularly relevant for peacebuilding practice, provides spaces for exchange and dialogue, and shapes peace policy in Switzerland and globally. swisspeace is an associated institute of the University of Basel.

To reinforce its research, swisspeace is looking for a:

Research Coordinator (60 – 80 %)

Starting date: 1 February 2021 (or by agreement)

swisspeace conducts practice oriented foundational and applied research related to its core topics. The swisspeace research community currently consists of approximately six postdoctoral and six doctoral researchers and is headed by Prof. Dr. Laurent Goetschel. The swisspeace research community operates in manifold international networks and is institutionally linked to the University of Basel's department of social sciences, where swisspeace researchers teach and engage with other researchers.

In the coming years, we plan to strategically develop our research, deepening our existing fields of expertise and expanding into new areas of peace research, while continuing to attract talented researchers who produce academic output of a high standard. To coordinate this effort, we are looking for an ambitious, highly motivated and experienced person.

Your tasks:

- Shape swisspeace's research focus and agenda in close collaboration with the swisspeace research community and the Executive Management.
- Coordinate and support the acquisition of new research projects, including quality assurance
- Coordinate swisspeace research interventions and plan strategic investments into new research topics
- Initiate and coordinate swisspeace research colloquiums and other exchange formats
- Attract and advise new researchers including visiting researchers
- Act as in-house contact person for research and teaching related questions
- Act as interface to the University of Basel for issues related to research projects and teaching
- Administrative support to research project leaders

Your profile:

- Aspiration to support swisspeace's research to prosper and to increase its visibility
- Strong service orientation and desire to support researchers to perform and to reach their potentials
- Familiarity with research acquisition processes in general and the Swiss and European research landscape in particular
- Excellent process and editorial skills
- PhD or MA in social sciences or in another relevant discipline
- Excellent English language skills, particularly in writing
- Interest to work in an environment where researchers and practitioners interact and benefit from synergies

Our offer:

- Good working conditions, flexible office hours and an attractive workplace in the heart of Basel
- An inspiring job in an attractive and international field of work with political relevance
- A positive working atmosphere in a dynamic and international institution with a chance to shape the growing area of research at swisspeace.

We look forward to receiving your complete application in English, including motivation letter, CV, work certificates and diplomas by 11 December 2020.

Please send your application to jobs@swisspeace.ch mentioning 'Research Coordinator' in the subject line. More information can be found at www.swisspeace.ch or received via telephone at +41 31 330 12 12.