



## Internship Opportunity: Policy & Network Assistant

The **Geneva Peacebuilding Platform Foundation (GPP)** is a knowledge hub that connects peacebuilding actors, resources, and expertise in Geneva and worldwide. Founded in 2008, the Platform facilitates dialogue and collaboration across institutions and sectors, and advances knowledge on issues related to building sustainable peace.

GPP plays a bridging role between **International Geneva**, the **United Nations peacebuilding architecture in New York**, and **peacebuilding actors in the field**. Its network includes more than **4,000 peacebuilding professionals**. Through seminars, consultations, conferences, and outcome-oriented dialogues, the Platform promotes exchange, collaboration, and innovation in peacebuilding practice.

One of GPP's flagship initiatives is **Geneva Peace Week (GPW)**, a leading annual peace forum that brings together organizations from Geneva and around the world to share knowledge, foster dialogue, and strengthen collaboration across peacebuilding sectors and disciplines.

### About the Internship

Under the supervision of the **Policy Lead**, the intern will support the policy facilitation and network coordination work of the GPP.

This internship is structured in **two phases**:

#### Phase 1 – Credit-Based Internship (Unpaid)

**Period:** March – July

**Workload:** Part-time (50% – approx. 2,5 days per week)

**Break:** August

This phase is designed as a **credit-bearing internship** in coordination with the Geneva Graduate Institute.

## Key Responsibilities

- Provide administrative & logistical support for events and meetings, including in the framework of the **Geneva-Vienna Peacebuilding Forum and the New York Peacebuilding Week**. Specific tasks may include:
  - Assist with the preparation of concept notes and background materials
  - Assist with scheduling and room reservations
  - Assist with travel arrangements as appropriate
  - Assist with hospitality arrangements as appropriate
  - Assist with outreach to key partners and other external actors
  - Assist with the dissemination of invitations and management of RSVPs
  - Assist participants and respond to general inquiries
- Attend, take notes, and draft MoMs of events and meetings;
- Attend and take notes at external events and meetings as needed;
- Help draft short communication materials including summaries of events;
- Assist with management of contacts and distribution lists;
- Depending on the intern's profile, experience, skills, and interest, they may also be assigned a research/policy project in relation to the work of the GPP.

## Modalities

- Onsite preferred (at Maison de la Paix offices), but possibility of remote work

## Phase 2 – Paid Internship

**Period:** September – November (3 months)

**Workload:** Full-time (100%)

Upon satisfactory completion of Phase 1, the intern may be offered a **temporary paid internship contract** to continue to support the policy facilitation and network coordination work of the GPP, and to contribute to the final preparation and implementation of the 2026 Geneva Peace Week.

## Key Responsibilities (in addition to those outlined in Phase 1)

- Manage and respond to GPW mailbox inquiries
- Liaise with external service providers and suppliers
- Support recruitment processes for temporary GPW staff (interviews, drafting terms of reference)
- Provide logistical support for event planning and delivery
- Coordinate hospitality materials and orders
- Support the launch and communication of the GPW programme

- Assist the core team during Geneva Peace Week, including coordination with:
  - Temporary staff
  - Guest speakers
  - Suppliers
  - Event participants
- Support post-event tasks, including data collection for the **GPW Report**
- Collect notes from organizers and edit the **Sessions Report**
- Provide general operational and coordination support to the team

**Monthly salary:** CHF 2'000

## Required Profile

- Fluency in **English** (spoken and written); **French** is an asset
- Academic background in **International Relations, International Law, Peace and Conflict Studies**, or a related field
- General understanding of the **Geneva international ecosystem**, particularly peacebuilding and diplomatic actors
- Strong **administrative and organizational skills**
- Strong **computer literacy skills**
- Curious, adaptable, and proactive character
- Interest in **events/meetings coordination and international processes**
- Ability to manage multiple tasks and work effectively under time pressure
- Strong inter-personal, communication and teamwork skills
- Prior internships and/or volunteering experience are an asset but not required.

**Work authorization:** Candidates must have the legal right to work in Switzerland at the time of application and full time as of September 2026.

## What You Will Gain

This internship offers a unique opportunity to gain hands-on experience at the heart of **International Geneva's peacebuilding community**. Interns will develop practical skills in **international event coordination, stakeholder engagement, and project management** while contributing to the organization of one of the leading annual peace forums.

You will gain direct exposure to a wide range of actors , including diplomats, UN representatives, NGOs, researchers, and grassroots peacebuilders, and deepen your understanding of how **global peace policy and practice connect**. The role also strengthens professional competencies such as **administrative coordination, strategic communication, teamwork under pressure, and intercultural collaboration**.



By the end of the internship, you will have both a stronger professional network and concrete experience working on a high-level international process from planning to delivery and follow-up.

The intern would join a small but dedicated team of mostly young professionals, in a friendly, relaxed and flexible work environment.

The intern would be expected to gain valuable exposure to the work of the Geneva peacebuilding and broader international ecosystem, as well as opportunities to take part and contribute to joint initiatives and collaborative processes with prominent Geneva-based organizations with mandates in the fields of peace, security, development, human rights, and humanitarian action.

## How to Apply

Please send the following documents:

- **CV**
- **Motivation letter**

to [cyprien.fluzin@gpplatform.ch](mailto:cyprien.fluzin@gpplatform.ch) by **Monday 16 February 2026**.

Interviews will take place between **16-20 February 2026**, and the internship is scheduled to begin on **2 March 2026**.

*NB: Please note that the intern is expected to use her/his own laptop for the duration of the internship*