



## Secondment

### Peacebuilding Liaison Officer UN University Centre for Policy Research

The overarching objective of this assignment is to increase awareness of peacebuilding across the Geneva ecosystem—helping UN bodies and partners to integrate peacebuilding objectives into strategic plans, incorporate peace into operational responsibilities, and identify opportunities to collaborate with PBSO and the peace and security architecture.

This position reports directly to UNU-CPR Geneva Office. A memorandum of understanding between UNU-CPR and PBSO includes regular contact and updates, ensuring that the Liaison Officer's work is well-connected to the PBSO team in New York.

#### Tasks and responsibilities:

Under the supervision of the UNU-CPR Geneva Head of Office and in coordination with PBSO, the Peacebuilding Liaison Officer will undertake the following:

##### Strategic Engagement & Policy Influence

- Advocate for the integration of peacebuilding objectives into the strategic planning, programming, and operations of Geneva-based UN entities and international partners.
- Provide strategic-level advice and policy inputs to UNU-CPR and PBSO on Geneva-based developments relevant to the peacebuilding agenda.
- Support Geneva-based UN actors in aligning their work with the New Agenda for Peace, the Peacebuilding Architecture Review, and other system-wide UN priorities.

##### Partnership and Coordination

- Facilitate coordination and synergies between Geneva-based entities (e.g., OHCHR, WHO, UNHCR, IOM, UNDRR) and PBSO/DPPA in New York.
- Represent UNU-CPR and PBSO at relevant Geneva-based forums, working groups, and consultations.
- Strengthen strategic partnerships with academic institutions, think tanks, donor governments, and civil society on peacebuilding-related themes.

##### Research and Analysis

- Conduct policy-oriented analysis on Geneva-relevant peacebuilding issues, with a particular focus on cross-cutting issues such as displacement, durable solutions, health, climate, technology, and human rights.
- Map peacebuilding-relevant initiatives in Geneva and identify opportunities for PBSO engagement and collaboration.

##### Operational and Thematic Support

- Contribute to drafting thematic reviews, including the PBSO review on peacebuilding and durable solutions for IDPs.
- Provide technical support to Geneva-based UN entities on conflict sensitivity, risk analysis, and the application of peacebuilding principles in programming.
- Identify opportunities for cross-pillar learning and integration between humanitarian, development, and peacebuilding actors (triple nexus).

##### Capacity Building and Knowledge Management

- Lead the development of knowledge products (e.g., policy briefs, case studies, lessons learned) to advance understanding and practice of peacebuilding within Geneva institutions.
- Support trainings and workshops on peacebuilding-related themes, including sustaining peace, conflict prevention, and the triple nexus.

## Key Deliverables

- Strategic Guidance Notes: At least two policy/strategy briefs per year identifying key Geneva-based opportunities and recommendations for PBSO engagement.
- Peacebuilding and IDP Report: A substantive contribution to the PBSO thematic review on durable solutions and peacebuilding, including drafting, research, and stakeholder consultations.
- Monthly Analytical Updates: Regular updates (monthly written briefs) to UNU-CPR and PBSO summarizing Geneva-based developments relevant to peacebuilding.
- Geneva Ecosystem Map: A mapping report of peacebuilding-relevant actors and initiatives in Geneva, including analysis of entry points for PBSO and DPPA engagement.
- Event Facilitation: Organize and facilitate at least three high-level Geneva-based roundtables, workshops, or public events annually to raise awareness and stimulate policy dialogue on peacebuilding.
- Training and Learning Products: Design and deliver at least one workshop or seminar annually on peacebuilding for Geneva-based stakeholders, in collaboration with relevant partners.
- Partnership Engagements: Prepare background notes and talking points for PBSO/UNU-CPR leadership for bilateral engagements with Geneva-based partners.
- End-of-Year Report: A comprehensive annual report summarizing achievements, challenges, lessons learned, and recommendations for future engagement.

## Qualification and Experience

- Master's degree or higher in a relevant field.
- At least 7 years of professional experience in mediation, conflict resolution, or peacebuilding, with a focus on fragile and conflict-affected settings.
- Fluent written and spoken English.

Requirements of the Swiss Expert Pool for Civilian Peacebuilding:

- Passive knowledge of two Swiss official languages is required.
- Physical and mental fitness to work in this context, (Assignments are subject to successfully meeting the medical standards).
- Possession of a valid automobile driving license.
- Swiss nationality.

Duty station:	Geneva
Start of assignment:	November 2025
Duration of contract:	1 year, with the possibility of extension (up to 3 years)
Deadline for applications:	xy July 2025
Interviews are scheduled to take place on:	xy July 2025

Click here to learn more about the organisation: <https://unu.edu/cpr>

For further information, please contact:

- Mr Pascal Hubatka, Program Manager ([pascal.hubatka@eda.admin.ch](mailto:pascal.hubatka@eda.admin.ch), +41 58 48 08846) for questions related to the mission or
- Ms Janine Misteli, Swiss Expert Pool ([janine.misteli@eda.admin.ch](mailto:janine.misteli@eda.admin.ch), + 41 58 462 63 39) for questions on requirements and on the selection process.

## Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding<sup>1</sup>. The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment [PVFMH](#) (D) / [OPers-PDHH](#) (F) / [OPers-PRA](#) (I).

### <sup>1</sup> Swiss Expert Pool for Civilian Peacebuilding

The deployment of civilian experts within the scope of Switzerland's policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law ([www.eda.admin.ch/expertenpool](http://www.eda.admin.ch/expertenpool)).

Please apply through the Swiss Federal Administration recruitment system  
<https://www.stelle.admin.ch/stelle/it/home/stellen/stellenangebot.html>

A complete application contains:

- an application letter in English.
- a CV English.
- diplomas and work certificates.
- the completed Personal History Form PEP (see:  
<https://www.eda.admin.ch/content/dam/eda/en/documents/aussenpolitik/menschenrechte-menschliche-sicherheit/stellenangebote-expertenpool/personal-history-form.docx>).

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