

PBI Switzerland is looking for an *Advocacy Coordinator (50%)*

Peace Brigades International (PBI) has been a leading organization in the provision of unarmed **protective accompaniment** in regions of conflict since it was founded in 1981. Its teams of international volunteers accompany individuals and organizations in their work to promote and defend **Human Rights, Justice and Peace** around the world. Currently, PBI has projects in Colombia, Mexico, Guatemala, Honduras, Kenya, Nepal and Indonesia.

PBI Switzerland supports the field projects by recruiting field volunteers, fundraising, conducting advocacy work and by carrying out awareness-raising activities with the Swiss public.

In 2013, PBI created a new position in Geneva to develop and strengthen ties with international organizations based there. The following year, PBI Switzerland was granted Consultative Status with ECOSOC. Our current Advocacy Coordinator is leaving her post at the end of September and we are searching for a qualified person to fill the vacancy.

Vacancy

Part time **Advocacy Coordinator**

Hours: 50% (20 hours/week)

Gross monthly salary: between CHF 2,750 – 3,200, depending on age and experience (CHF 5,500 – 6,400 pro rata, calculated at 50%)

Location: Geneva

Start Date: beginning of October 2017 or by mutual agreement

Responsibilities

- Conduct advocacy with international organizations and other international community representatives in Geneva
- Maintain PBI advocacy and support networks in Geneva (principally with NGOs, diplomatic missions and the UN)
- Monitor PBI projects and advocacy at international level
- Organise speaking tours to Geneva by Human Rights Defenders (HRDs)

Mission and nature of the position

The coordinator will:

- Ensure positive links are maintained between PBI's field projects and international organisations situated in Geneva
- Participate actively in discussions on protection mechanisms for HRDs, and communicate recommendations to international institutions
- Be responsible for strengthening PBI's support network in Geneva, in particular in relation to diplomatic missions, international organizations, partner NGOs, lawyers and politicians
- In close collaboration with the PBI office in Berne, organize and plan schedules for PBI-accompanied HRDs visiting Switzerland
- Participate actively in meetings with government representatives and officials

Person Specification

Essential

- Education to degree level
- Experience in the area of Human Rights and international organizations
- Good knowledge of UN human rights mechanisms (Human Rights Council, Treaty Bodies, etc.)
- Excellent Spanish and English, and fluent French
- Able to communicate with a wide range of people, and a good public speaker
- Proven responsibility and commitment
- Availability and capacity to work independently
- Demonstrable capacity to synthesise
- Stamina and attention to detail
- Ability to work in networks
- Experience in coordination roles

Desirable

- Field experience with a focus on Human Rights is an advantage, especially in one of PBI's project countries

Please send your complete application, consisting of a Curriculum Vitae, your certificates and a covering letter, to Andrea Nagel, Director of PBI Switzerland, by 7th August 2017:

e-mail: advocacy@peacebrigades.ch The Interviews will take place on 22nd August 2017 in Geneva.

Due to work permit regulation in Switzerland, Swiss or EU citizenship or a valid work permit for Switzerland at the time of application are a pre-requisite.

If you have any questions, please do not hesitate to contact the current holder of the position, Manon Yard (022 344 70 84), or the Director of PBI Switzerland, Andrea Nagel (031 372 44 44).