



## Secondment

### **Diplomatic advisor**

#### **Centre of Competence on Humanitarian Negotiation in Geneva**

The Peace and Human Rights Division of the Swiss Federal Department of Foreign Affairs (FDFA) is opening an assignment within the Expert Pool for Civilian Peacebuilding and international organisations to be seconded to the Centre of Competence on Humanitarian Negotiation (CCHN).

The CCHN is a joint initiative of the International Committee of the Red Cross, Médecins sans Frontières Switzerland, the UN High Commissioner for Refugees, and the UN World Food Programme. It facilitates the capture, analysis, and sharing of experiences and practices around humanitarian negotiation to provide a space for dialogue across humanitarian organisations. The CCHN is administratively hosted by the International Federation of Red Cross and Red Crescent Societies (IFRC) and is based in Geneva, Switzerland.

Over the last 8 years, CCHN has built a professional community of humanitarian negotiators comprised of over 8'000 humanitarian workers from more than 400 different organizations. The CCHN has also expanded beyond humanitarian actors to capacitate and support negotiation efforts of affected communities on the frontlines all the way up to diplomats engaged in humanitarian issues. Since its establishment in 2016, Switzerland has been collaborating closely with the CCHN on its humanitarian diplomacy priorities, exploring the intersection between diplomatic efforts and frontline negotiations.

#### **Tasks and responsibilities:**

While the CCHN is exploring the intersection of humanitarian negotiations and diplomacy, the purpose of this assignment is to benefit from the experience and expertise of a Swiss national with robust diplomatic experience, who has been engaged in bilateral and multilateral humanitarian diplomacy processes. The diplomatic advisor will be working in the CCHN Operations team.

#### **Designing diplomatic engagement strategies**

- Provide expertise to develop engagement plans for the CCHN with a diversity of States
- Develop bilateral engagement plans with States who have a leading role in terms of humanitarian diplomacy in some of today's most challenging crisis (such as Sudan, Gaza, Ukraine, Myanmar, Afghanistan)
- Translate field realities into compelling narratives for diplomats to engage on humanitarian priorities

#### **Support humanitarian diplomacy processes led by CCHN, including those with Switzerland**

- Provide expertise on the content, roll-out and facilitation of these processes
- Support the development of CCHN's network with Swiss Embassies in the field and in key capitals such as Brussels, New York

#### **Contribute to CCHN's capacity building efforts**

- Deliver negotiation and humanitarian diplomacy training for CCHN's various stakeholders, such as humanitarians, diplomats, armed actors and authorities
- Provide diplomatic expertise to further develop CCHN's curriculum on humanitarian diplomacy
- Support CCHN's efforts to train diplomats and other government bodies on humanitarian negotiations and diplomacy

#### **Strengthen CCHN's diplomatic capacities**

- Work closely with the operations co-leads to further develop the diplomatic awareness and skills of the CCHN operations team
- Share experience, knowledge and provide guidance to the CCHN team on diplomatic engagement

#### **Contribute to CCHN's research and development efforts on humanitarian diplomacy**

- support operational research efforts to develop case studies and identify best practices to further develop the domain of humanitarian diplomacy
- Contribute to the development of training modules on humanitarian diplomacy and negotiations for diplomats

## Qualification and Experience

- Available for 50% and more for field missions
- University degree in international relations, political science, law or equivalent
- At least 5-8 years of professional experience in diplomacy, ideally with the Swiss Government
- Excellent diplomatic and negotiation skills
- Sound understanding of diplomatic processes and ability to navigate complex political dynamics
- Strong knowledge of Switzerland's foreign policy, priorities and working modalities
- Understanding of the humanitarian system and trends affecting humanitarian action
- Excellent communication and facilitation skills to facilitate critical exchanges and workshops
- Solid writing, editing and analytical skills, with the ability to think critically and creatively
- Agility, flexibility and capacity to work under pressure with tight deadlines
- Solid and proven capacities in teamwork and collaboration within a multidisciplinary and multicultural team
- Fluent written and spoken English and French, passive knowledge of two Swiss official languages is required. Spanish and/or Arabic are an asset
- 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 and the ability to drive a 4x4 vehicle using manual transmission
- Swiss nationality.

Duty station:	Geneva with frequent travel (more than 50%)
Start of assignment:	Autumn 2025
Duration of contract:	1 year, with the possibility of extension for a second year
Deadline for applications	22 Mai 2025
Interviews are scheduled to take place on:	27 June 2025

Click here to learn more about the organisation: [Centre of Competence on Humanitarian Negotiation](#)

For further information, please contact:

- Ms Noémi Krauer, Program Manager (noemi.krauer@eda.admin.ch, +41 58 481 92 16) for questions related to the mission or
- Mr Raphaël Mularoni, Swiss Expert Pool (raphael.mularoni@eda.admin.ch, + 41 58 462 17 25) 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. 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).

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>)<sup>1</sup>

### <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)).