



The Centre on Conflict, Development and Peacebuilding (CCDP) of the Graduate Institute of International and Development Studies is looking to fill the post of

Research Assistant (part-time)

Application deadline: 10 May 2017

Start date: 1 August 2017 (or upon mutual agreement)

Duration: 12 months (renewable; subject to student status)

Tasks and responsibilities:

- Collaborate with the CCDP Head of Research on project proposals, fundraising activities and project reporting.
- Engage in background research related to specific projects and initiatives of the CCDP.
- Actively ensure the visibility of the CCDP and its projects by contributing to a dynamic and regularly updated website; this includes the generation of content and requires a continual awareness of the research projects and other activities of the Centre.
- Reply to general external queries about the CCDP's activities and maintain the contact databases of partner organisations and interested persons, for the promotion of events and the distribution of publications.
- Facilitate the organisation of events; this includes logistics (venue, travel arrangements, catering etc.) as well as all related invitational materials.
- Manage the CCDP's in-house publications; this includes giving substantive feedback to authors, editorial and layout work, and liaising with graphic designers and printers.

Applicants must be enrolled in a Master's or doctoral programme of the Graduate Institute for the entire duration of the contract. The candidate should be fluent in English and have a solid knowledge of French. He/she must be able to write concisely and accurately, demonstrate a substantive interest in the research themes of the CCDP, and be strong in research methods. Knowledge of webpage construction and content management systems is not a strict requirement but would be an important asset.

Excellent communication and interpersonal skills, flexibility as well as the ability to manage multiple priorities are essential for this position.

To apply, please address a letter of motivation with attached CV to Oliver Jütersonke and send it by email to ccd@graduateinstitute.ch by 10 May 2017 (midnight). Interviews will be held in the week of 22 May 2017.