



VACANCY NOTICE

Operations and Curriculum Associate

About the Centre of Competence on Humanitarian Negotiation

The [Centre of Competence on Humanitarian Negotiation](#) is a joint initiative of the International Committee of the Red Cross (ICRC), Médecins sans Frontières (MSF) Switzerland, the United Nations High Commissioner for Refugees (UNHCR) and the World Food Programme (WFP).

Our aim is to facilitate the capture, analysis, and sharing of experiences and practices around humanitarian negotiation and to provide a space for dialogue across humanitarian organisations. At the core of our activities is the CCHN community of practice, a global community of humanitarian negotiators working at the frontlines of humanitarian action.

The CCHN is administratively hosted by the ICRC and is based in Geneva, Switzerland.

Purpose of the position

PLEASE NOTE: this is a paid traineeship position, as per [ICRC policy](#). The contract duration is of 12 months (non-renewable) starting in September 2023. The position is based in Geneva, Switzerland.

The Operations and Curriculum Associate is part of the CCHN's Operations team – which also comprises of the Head of Operations, four regional Operations Managers, a Project Manager, five regional Operations Associates and a Senior Curriculum Adviser.

The Operations and Curriculum Associate reports to the Senior Curriculum Adviser. The Associate will provide administrative and operational support for the successful implementation of online and onsite [Trainings of Facilitators](#) are offered by the CCHN to its global community of frontline negotiators in order to expand its pool of workshop facilitators.

Responsibilities

The main responsibilities of the position include:

- Screening, prioritising and following up on requests for participation in the CCHN Training of Facilitators programme;
- Supporting the Operations team in the coordination and management of the CCHN pool of workshop facilitators, as well as engaging a dynamic community of facilitators;
- Providing support to the Senior Curriculum Adviser in managing relationships with CCHN partners active in the domain of learning and curriculum development;
- Assisting in the organisation of online and onsite Training of Facilitators events, including by coordinating with colleagues in the Operations, Communication and Logistic teams;
- Providing support to the Operations Project Manager in the organisation of other learning events;
- Upon request, providing ad hoc support to other activities of the Operations team.

Background and experience

- University degree in Political Sciences, International Relations or similar;
- A first experience of 1-2 years in the humanitarian sector;
- Some experience in project and information management;
- Excellent organisational skills and attention to detail;
- Strong interpersonal and communication skills, including good public speaking and presentation skills;
- Excellent English communication skills (writing and editing) and good command of French and Spanish. Some knowledge of Arabic would be an asset;
- Some experience managing online communities is an asset;
- Knowledge of standard office administrative practices and procedures, including proficient computer skills (Microsoft Office suite, SharePoint...) and familiarity with online communication platforms (Zoom, Teams...). Experience with data-management software (Customer Relationship Management systems, Airtable...) is desirable;
- Capacity to deal with evolving technology as well as with constraints on digital access in some humanitarian contexts;
- Capacity to adapt to new demands and changing environments;
- Ability to work in an autonomous manner in a professional team, including under tight deadlines;
- Capacity to coordinate multiple tasks simultaneously.

Applications

Please [apply via this link](#) no later than **30 June 2023**.

Kindly note that applications sent via email will not be considered.