Vacancy Announcement
Programme Officer

The Kofi Annan Foundation seeks a Programme Officer for a full-time position within the Democracy and Multilateralism Team.

Key Information:

Role: Programme Officer, Democracy and Multilateralism Programmes (full-time)

Location: Geneva, Switzerland

Duration of Assignment: Open-ended

Application Process: Interested candidates should send a CV/resume and letter of motivation in English with “Programme Officer DEM” in the subject line, via email to hr@kofiannanfoundation.org. Early applications will be prioritised. The deadline for applications is 11:59 pm CEST, 31 July 2024. We reserve the right to close applications earlier if necessary.

Background

In line with Kofi Annan’s vision for democratic, stable and healthy societies, the Democracy Programme advises countries on strengthening their elections and democratic processes, supports civil society organisations championing democracy and human rights, and nurtures the next generation of influential leaders who will shape a more democratic future.

The Kofi Annan Foundation also explores the links between multilateralism and democracy to advocate for a more effective, inclusive and equitable multilateral system. Within the Multilateralism Programme, our engagements aim to build greater awareness of the strategies, policies, values, and approaches that facilitate multilateral solutions to global problems, and of their relevance to today’s challenges. We do this through special projects and initiatives such as op-eds, lectures, awards, and exhibitions that commemorate Kofi Annan’s life or are named after him, and that convey his values and sustain his influence on contemporary events.
Duties and Responsibilities:

Working under the supervision of the Head of the Democracy and Multilateralism Programmes, the Programme Officer’s duties and responsibilities will include:

- Assist with the development and delivery of the projects undertaken as part of Democracy and Multilateralism (DEM) programme, to ensure progress is being made in line with project design and expectations.
- Assist with the management of the day-to-day operations.
- Develop content, including participation in the review process of papers and reports; oversees production processes, including copy editing, translations, layout and printing of background papers and final reports.
- Organise (content and logistics) meetings and events related to the projects.
- Support fundraising activities for DEM projects, contributes to the design and development of funding proposals, liaises with donors and drafts reports to donors.
- Prepare and dispatch correspondence related to the projects or associated meetings.
- Undertake background research and drafting for DEM.
- Prepare speeches, talking points, op-eds, and other written outputs for the Chair of the Board, the Executive Director and the Senior Programme Coordinators.
- Write background briefs on current affairs and policy developments of interest to DEM.
- Prepare memos or short briefs on individuals, institutions and specific issues related to Democracy and Multilateralism, or to include in files for missions that the Chair, the Executive Director or other Kofi Annan Foundation staff may undertake.
- Support the communication efforts aimed at making programme achievements and activities visible.
- Undertake official mission travel as required.
- Plus, other duties that may be assigned by Head of Democracy and Multilateralism and/or the Executive Director.

Essential Competencies

- Excellent planning and organisational skills.
- Excellent communication, advocacy, diplomatic and interpersonal skills.
• Ability to establish and maintain effective partnerships and working relationships with internal and external parties in a multi-cultural environment.
• Very good English-language drafting skills
• Resourcefulness, initiative, and maturity of judgement.
• The capacity to work under pressure, manage stress and adapt to rapidly evolving situations.
• Creativity, openness to change and ability to manage complexities.

**Required Education/Qualifications:**

Master’s degree – or equivalent post-graduate qualification – in development studies, international relations, political science, social sciences, international law, or closely related fields. *Candidates who do not meet the educational qualification requirement but have exceptional relevant experience and a first-level university degree are encouraged to apply.*

**Required Experience:**

• 3-5 years of relevant professional experience.
• Solid knowledge of global issues related to democracy and multilateralism.
• Experience working in the multilateral system or within democracy promotion organisations.

**Language:**

The working language of this position is English. A working knowledge of French is an advantage.

**Other Requirements:**

Applicants must hold the relevant permits to work in Switzerland or be EU/EFTA citizens.

**Application Process**

Applicants are required to submit their CV/resume and letter of motivation in English with “Programme Officer DEM” in the subject line, via email to hr@kofiannanfoundation.org. Early applications will be prioritised. The deadline for applications is **11:59 pm CEST, 31 July 2024**. We reserve the right to close applications earlier if necessary.

*Date of this announcement: 1 July 2024*