



Human Security Adviser

State Secretariat / Peace and Human Rights Division

Caracas, Venezuela

The foreign policy strategy sets out the ambitious goal that Switzerland should be 'among the world's leading countries in peacebuilding' by actively contributing to the promotion of democracy, conflict prevention, mediation and conflict resolution, and the fight against impunity.

The HSA plays a central role in shaping and implementing Switzerland's peace work in Venezuela. The position involves developing political processes, facilitating and creating space for dialogue, supporting democratic transition and maintaining a sensitive and high-level network with key actors, including government and opposition representatives, civil society, and international partners. This work is carried out in a highly complex and politically sensitive environment, and therefore in close coordination with the Ambassador to Venezuela and HQ.

With its dedicated Peace and Human Rights Division (PHRD), Switzerland has established a globally recognised centre of expertise that works directly in conflict settings. Human Security Advisers are a key instrument of Switzerland's peace policy and act as the extended arm of the PHRD on the ground.

As an actor that not only talks but also acts – often discreetly. The Human Security Advisers are a central instrument of Swiss peace policy and the extended arm of the Division for Peace and Human Rights (DPHR) on the ground.

Peace work is primarily process work. The PHRD's approach is inspired by the principles of conflict transformation. As a state actor, we focus our activities on the political level, sometimes taking advantage of short-term opportunities and involving other (civil society, economic, cultural) levels, knowing that sustainable peace requires long-term systemic change that can ultimately only be achieved by the conflict actors and the affected population themselves.

The activities of the PHRD are impact oriented. These include the facilitation and mediation of dialogue processes and peace negotiations. The focus is on the development and design of high-level political processes, i.e. dialogue among the primary decision-makers of the parties to the conflict. Peacebuilding takes time. Setbacks are common, and armed violence continues to escalate in many regions.

The PHRD uses various instruments to achieve this goal, including the deployment of Human Security Advisors in priority contexts.

Tasks and responsibilities:

Under the political supervision of the Peace and Human Rights Division (PHRD) and the hierarchical leadership of the Swiss Embassy in Venezuela, the Human Security Adviser is responsible for:

- Implementing Switzerland's peace policy commitments in accordance with the strategic pillars for Venezuela
- Identifying opportunities and planning and preparing new diplomatic initiatives and mediation or dialogue processes in consultation with HQ;
- Technical consulting and provision of expertise in areas such as mediation, negotiation skills, process design, democratic transition, and Dealing with the Past
- Reporting and analyzing the situation with regard to human security (peace, human rights, humanitarian situation); use this analysis to support HQ and the embassy in drafting and preparing démarches, meetings or talking points; Co-authoring the embassy's annual human rights report;
- Supporting the Programme Manager in reporting on the PHRD activities (as part of the AFM annual planning) and in the PHRD contribution to the CPSN;
- Establishing and maintaining a network of contacts at diplomatic and operational levels, with local, regional and international partners and political actors relevant to the strategic pillars;
- Handling highly sensitive contacts in consultation with the Head of Mission and proactively keeping the Head of Mission and HQ informed of any potential risks.

- On-site responsibility for coordinating and supporting PHRD-funded projects (pre-contract preparations, monitoring, evaluation, and reorientation of projects), in collaboration with the Programme Manager at PHRD in accordance with the PCM division of responsibilities;
- Assisting in the organisation of visiting missions by delegations from Switzerland, such as official FDFA visiting missions, parliamentary delegations, journalists' trips, etc.
- Supporting the embassy management within the scope of available percentage, ad hoc contributing to the crisis response mechanism.
- Accompanying and, where necessary, representing the Heads of Mission at meetings and gatherings in the fields of human rights and peace policy, including the preparation of briefings and reports, as well as contributing peace policy expertise and political assessments regarding Switzerland's bilateral relations with Lebanon

Qualification and Experience:

- Master's degree or equivalent in a relevant field; training in diplomacy and/or mediation is expected.
- At least ten years of relevant professional experience in conflict transformation and peacebuilding (preferably in crisis or conflict contexts).
- Work experience in a Latin American context.
- Strong political acumen, excellent analytical and conceptual skills, and an agile, process-oriented mindset.
- Proactive, go-getter mindset, and innovative thinking abilities.
- Proven experience in mediation and facilitation at political levels.
- Experience in project and programme management (conceptualisation, planning, implementation, monitoring, evaluation).
- Strong interpersonal and communication skills and the ability to operate effectively in intercultural and politically sensitive environments.
- Capacity to maintain networks at high political levels, including with difficult or highly exposed interlocutors.
- Ability to deliver results under challenging conditions (security restrictions, mobility constraints, climate).
- Very good command of Spanish, English and two Swiss national languages.
- Physical and mental fitness to work in this context (subject to successfully meeting medical standards),
- Training and experience in Dealing with the Past related topics and familiarity with the federal administration and the FDFA is an asset,
- Possession of a valid automobile driving license,
- Swiss nationality (Dual citizenship with country of assignment not possible).

Duty station:	Caracas, Venezuela
Start of assignment:	As soon as possible
Duration of contract:	1 year
Family	accompaniment by family is possible (at the moment)
Application Deadline	1 November 2026
Interviews scheduled for	The first round of interviews is scheduled for 16/17 November 2026 and the second for 23 November 2026

Further information

- Learn more about the Swiss Expert Pool: www.eda.admin.ch/expertenpool
- For questions related to the position:
Ms. Mithra Akhbari (mithra.akhbari@eda.admin.ch, +41584845570)
- For questions regarding requirements and the selection process:
Ms Janine Misteli, Swiss Expert Pool (janine.misteli@eda.admin.ch, +41 58 462 63 39)

Assignment:

The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of the deployment [PVFMH\(D\)](#) / [OPers-PDHH](#) (F) / [OPers-PRA](#) (I).

Please submit your application through the Swiss Federal Administration recruitment system: <https://www.stelle.admin.ch/fr/>.

A complete application contains:

- A cover letter in a Swiss official language
- A curriculum vitae in English.
- Copies of diplomas and employment certificates.
- The completed Personal History Form PEP (https://www.eda.admin.ch/dam/de/sd-web/ljemRCIzEmP0/5.3.1_Personal%20History%20Form%20SEP.docx)¹

¹ 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).