



## Applicant profile

Members of the Swiss Expert Pool for Civilian Peacebuilding (SEP) are seconded mainly to international organisations. The applicant profile reflects the requirements of these organisations.

### 1. Formal requirements

#### Swiss citizenship

The applicant must be a Swiss citizen. Dual nationality is permissible as long as impartiality can be guaranteed with regard to the assignment.

#### Aged 30-55

Most assignments with the SEP employ candidates between the ages of 30 and 55. Retired persons are usually no longer eligible for assignments.

#### No criminal record

You must have a clean criminal record.

#### Driving licence

A valid category B (car) driving licence is required, category C (lorry) may be mandatory for certain missions.

### 2. Professional requirements

#### Education

Completed higher education qualification

#### Professional experience

Most international organisations require at least three years' relevant experience.

#### Language skills

English is the working language for the vast majority of assignments. Since local interpreters translate between the local languages and English, excellent oral and written English is a prerequisite. To be able to work in cooperation with Switzerland, the candidate must have knowledge of two Swiss national languages.

#### Writing skills

SEP members draw up written reports and analyses for the organisation to which they are assigned, and for the attention of local partners and the general public. The SEP also requires an evaluation report from SEP members at the end of each assignment. Candidates must therefore be able to write in a correct, understandable, concise manner.

#### Advisory skills

Advising partners in an appropriate manner is a central part of many assignments. Proven expertise as an advisor is an advantage.

### **3. Personal qualities**

#### **Good physical condition**

International peacekeeping missions take place in areas affected by conflict, often in regions with harsh climates. A good general state of health and a robust constitution is needed to live and work in such environments.

#### **Good mental health and psychological resilience**

Crucial for experts on assignment are inner stability, emotional balance, personal experience and an ability to deal with frustration, stress, dangerous situations and psychologically challenging events.

#### **Adaptable**

SEP members must be able to adapt quickly and pragmatically to rapidly changing working and living conditions. They therefore need to be open-minded, creative, imaginative, out-going and highly motivated.

#### **Able to work in a team**

Active on the ground in international teams of varying sizes, mission members must be sociable, empathetic and able to work well with others.

#### **Interested in other cultures**

It goes without saying that SEP members must understand and respect other cultures and religions. Knowledge of the history, politics, culture and religious traditions of the country of deployment are a prerequisite.

#### **Impartial**

Swiss peacebuilding experts work on behalf of Switzerland to further the cause international organisations or support Swiss-backed bilateral projects. They must maintain absolute impartiality towards the various parties to a conflict.

### **4. What to include in your application:**

- covering letter in your native language (a Swiss national language);
- CV in English
- copies of references and certificates in a Swiss official language or English
- completed SEP candidate details form
- letter describing your motivations (why you want to work for this particular organisation, what you can bring to the job, what you want to achieve), ca. one A4 page, in English.

The FDFA and partner international organisations are seeking to increase the proportion of women in senior positions. Women applicants are strongly encouraged to apply.

The SEP will not consider unsolicited applications.

### **5. Vacancies**

The SEP advertises vacant positions and opportunities to join specific expert pools (election observers). If you are interested in applying, please write to [pd-ams-expertenpool@eda.admin.ch](mailto:pd-ams-expertenpool@eda.admin.ch) and we will be pleased to send you the details of the advertised position.