



Job Offer – Event Assistants

The Geneva Peace Forum (GPF) is an annual gathering that convenes local and international actors from across sectors to share experiences and solutions for building peace. Hosted by the Geneva Peacebuilding Platform, the Forum emphasizes cross-sectoral collaboration and elevates diverse voices from the peacebuilding field. The 13th edition, themed “Choose Peace”, will take place from 12 to 15 October 2026 at the Centre International de Conférences Genève (CICG).

The Geneva Peacebuilding Platform is currently recruiting Event Assistants for the 13th edition of the Geneva Peace Forum.

Key Responsibilities

- Act as representatives of the Geneva Peace Forum, ensuring a welcoming and professional environment
- Welcome and assist session organizers upon arrival
- Attend to panelists' welcome details (seating, name cards, water and general comfort)
- Refresh and change the water at the panel table between and during sessions
- Coordinate and support volunteers as needed
- Collect presentation materials (videos, PowerPoints) from organizers, including via USB key, and hand them to the technician
- Provide gentle time reminders to organizers (e.g., 10 minutes before the session ends)
- Count participants in the room

The Event Assistant will collaborate closely with a Technician who oversees all technical aspects of the session, including launching the Zoom meeting, managing videos and presentations, and ensuring seamless audiovisual support. While breaks can be taken during the event, at least one of you must remain in the room at all times.

Requirements

- Full availability over the 4 days from 12 to 15 October
- Valid Swiss work permit and Swiss residency
- Experience in event management
- Strong interpersonal and organizational skills
- Comfortable working in a fast-paced environment
- Fluency in English (French is an asset)
- Punctuality and reliability are essential

Application Materials

Please send the following documents to gpf@gpplatform.ch by Wednesday 16 September 2026 :

- CV
- One-page cover letter

Compensation

- 4 days 100% (08:00–18:00)
- Total remuneration: CHF 928.-
- Meals are provided by the Geneva Peacebuilding Platform

Important Dates

- Interviews: Thursday–Friday, 24–25 September 2026
- Confirmation email (if selected): Monday, 28 September 2026
- Selection confirmation: Wednesday, 30 September 2026 (at the latest)
- Mandatory training session: Thursday, 1 October 2026, 11:00–12:00
- Working dates: 12–15 October 2026

Note: There is no flexibility in these dates.