Programme Officer, C4UN Geneva

Full-time

Fixed term contract - until 30 June 2027 with possibility to renew

The position is based in Geneva

The **Coalition for the UN We Need (C4UN)** is a global civil society coalition working to transform the United Nations and advance a more effective, accountable, inclusive, people-centered multilateralism. Founded in 2017, it provides an open forum for civil society, Member States, the UN experts and partners from across regions to strengthen multistakeholder cooperation and equip the UN to respond to current and emerging global challenges.

C4UN's growing membership counts over 70 member organisations, and an active network of over 1,000 organizations in 100 countries worldwide. It is governed by a Steering Committee of twelve member organisations and led by its Executive Director in New York.

In January 2026, C4UN opened an office in Geneva, hosted by the **Geneva Centre for Security Policy (GCSP)** through its Creative Spark programme. C4UN is now in the Building Phase of its Geneva hub (2026–2028), and its work in Geneva pursues four objectives:

- Path Breaking: stronger capacities and access for civil society, especially from the Global South, to engage with UN processes in Geneva.
- Coalition Building: better coordination among civil society in Geneva, New York and the Global South, and multi-stakeholder coalitions on global governance issues.
- Institution Shaping: more inclusive and collaborative decision-making in Geneva-based multilateral processes.
- Strategic Growth and Sustainability: a stronger, well-resourced and sustainable Geneva hub.

C4UN's initial areas of focus in Geneva include AI governance, the Human Rights pillar and its links with the UN peace and security architecture. It is also exploring opportunities for engagement in the humanitarian and global health sectors, while maintaining a system-wide perspective on UN transformation and strengthening civil society participation in multistakeholder multilateral processes.

Are you interested in joining our diverse coalition and highly motivated team with ample opportunity to learn and to grow? If you are highly organised, pro-active, results-driven and collaborative, dedicated to ensuring the highest quality engagement with C4UN's members and partners, you may be our future.

Purpose of the role

The Programme Officer will strengthen C4UN's day-to-day engagement in International Geneva. The role combines policy work (following UN processes and turning them into analysis and advocacy) with programme delivery (events, consultations, outreach and partnerships), in support of civil society engagement with, and meaningful participation in, Geneva-based UN bodies and processes. Under the supervision of C4UN's Representative in Geneva, and working closely with the Geneva team and C4UN's

Secretariat in New York, the Programme Officer will support the development and long-term sustainability of C4UN's work in Geneva as the coalition builds and consolidates its Geneva presence.

Key responsibilities

Policy monitoring, background research and analysis

- Follow processes at Geneva-based UN bodies and agencies, including the Human Rights Council and OHCHR, as well as humanitarian affairs and AI governance, together with selected related processes in New York.
- Produce accessible briefings and updates for C4UN members on key policy trends and political developments in the multilateral system, advocacy opportunities and outcomes, with a focus on Geneva.
- Conduct background research and prepare short notes and reports on issues relevant to C4UN's mandate and work in Geneva.

Support to advocacy and coalition engagement

- Support collective advocacy initiatives linking civil society in Geneva, New York and the Global South.
- Support multi-stakeholder coalition-building or engagement on global governance issues of relevance to C4UN's work in Geneva.
- Prepare talking points, statements and advocacy materials.

Organisation and documentation of multistakeholder events, meetings and consultations

- Organise events, webinars, roundtables and structured consultations between civil society, Geneva-based UN agencies and other stakeholders, from concept note to outcome report.
- Contribute to the 2027 Europe Regional Futures Forum, as part of C4UN's regional consultation cycle on the future of multilateralism.
- Facilitate event logistics and travel support in coordination with partners involved.
- Document and support the dissemination of good practices and outcomes of consultations and other events.

Outreach, communications and external engagement

- Contribute to communications on C4UN's Geneva work (including by drafting updates and information for C4UN's website, newsletters, social media) and to multilingual outreach.
- Support the development of C4UN's partnerships and relationships with Permanent Missions, UN agencies, NGOs, academic institutions and other partners in Geneva.
- Represent C4UN at meetings and events in Geneva, as delegated.

Project management, monitoring and reporting

- Support the planning and implementation of activities, including workplans, timelines and project documentation.
- Support monitoring and evaluation, tracking progress against objectives and indicators and documenting lessons learned.
- Contribute to narrative and donor reports.
- Support budget and expense management.
- Provide administrative and finance-related support.

Fundraising support

- Identify relevant funding opportunities.
- Contribute to concept notes, proposals, budgets and donor reporting.
- Support donor engagement and follow-up.

Required Education and Language skills

- Master's degree in international relations, political science, international law or another relevant field of the social sciences.
- Fluent written and oral English.

Experience

- Two to five years of relevant experience in policy, advocacy and/or programme work with civil society, international organisations or think tanks, ideally including work with UN processes.
- Experience in at least two areas of the UN's work in Geneva, such as UN human rights mechanisms (preferred), humanitarian affairs, labour, global health, or digital technologies and AI.
- Proven ability to organise events and consultations, from planning to reporting.
- Excellent drafting and analytical skills, with the ability to turn complex processes into clear, accessible briefings.

Desired skills

- Knowledge of UN transformation debates and reform processes.
- Knowledge of International Geneva and its actors.
- Experience working with civil society networks from the Global South.
- Experience drafting concept notes, project proposals and/or donor reports.
- At least an intermediate level of French.
- Knowledge of another UN language is an asset (Arabic, Chinese, Russian or Spanish)
- Understanding of the Not-for-Profit Sector

C4UN offers an interesting junior opportunity in an international working environment with pleasant work conditions. The annual salary is CHF 60'000.- (gross before deductions of social security contributions and income tax) on a full-time occupation.
The successful candidate will be expected to take up the position **as soon as possible, but no later than February 2027.**

C4UN values diversity and welcomes applications from qualified candidates of all backgrounds.

Application process

Due to Swiss employment regulations, only candidates with Swiss/EU citizenship or a valid work permit for Switzerland will be accepted.

Send the following documents in English, **merged into a single file**, to staffing@c4unwn.org with the subject line "Application, Programme Officer – Geneva", **by 8 December 2026:**

- A **comprehensive curriculum vitae** of no more than three pages.
- A **cover letter** that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the job description.
- **Notice period and names of two referees**, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your expressed permission).

Applications will be reviewed on a rolling basis. Due to the high volume of applications, only shortlisted candidates will be contacted.