



Use the Future to build the Present

Head of Stakeholder Engagement (80% - 100%)

About

GESDA is an international public-private foundation launched by the Swiss government in 2019 which brings together leaders in science and diplomacy to revitalize multilateralism and help them find solutions to the major challenges of our planet. As its name suggests, the Geneva Science and Diplomacy Anticipator is based in the city that houses the European headquarters of the UN. It seeks to anticipate the most promising technological breakthroughs and works to ensure they provide a promising future for all. Use the future to build the present!

For more information, see www.gesda.global

Tasks and Responsibilities

The Head of Stakeholder Engagement plays a critical role in supporting the management and nurturing of GESDA's communities, contributing to facilitate their active participation in GESDA's activities and initiatives. The role requires strategic skills but also a hands-on "do-er" personality, who doesn't shy away from getting work done autonomously. This position reports to the Director, External Affairs.

Responsibilities include:

- Managing Stakeholder Engagement of the diplomatic community, mainly in International Geneva as developed by the Director, External Affairs.
- Supporting the Director, External Affairs in designing, implementing and adjusting strategic aspects for the stakeholder engagement of GESDA's communities.
- Ensuring the structured and effective management of GESDA's stakeholder groups as determined by the Director, External Affairs.
- Deputize the Director, External Affairs, including at high level speaking events, including delegation visits.
- Capturing stakeholder support activities in a concise and telling manner and supporting the preparation of intelligence reports and other briefing materials.
- Supporting stakeholder database input and record keeping of meetings (SalesForce).
- Producing succinct, coherent and enticing content and engagement activities for specific target audiences, including diplomatic partners, as needed.
- Preparing visually attractive communication materials that convey key messages to different target audiences, including for GESDA's social media.
- Capturing and ensuring the flow of critical information internally and externally, as appropriate.
- Collaborating with other members of the GESDA team as necessary, including for the co-facilitation of meetings and events, identifying speakers and experts, key themes, topics and expected outcomes and deliverables.
- Other tasks as required by the Director, External Affairs.

Required Qualifications

Education

- Master's degree, with background in international relations, political science, economics, management, diplomacy or equivalent.

Experience

- Plus 10 years' of professional experience.
- Experiential knowledge of core diplomatic processes with good understanding of the multilateral system and UN protocols.
- Experience in science diplomacy or at the interface between academia, industry, policy, and society (desirable).
- Experience in simultaneously coordinating and delivering on collaborative projects with multiple partners of diverse interests.
- Experience on project management (desirable).
- Stakeholder management experience.

Requirements

- Interested in and capable of acquiring sufficient general understanding of cutting-edge science and technology, a vision of their impact on people, society and the planet, and knowledge of the multilateral system.
- Having stakeholder sensitivity, being able to work with very different mindsets from science to diplomacy, whilst facilitating and being accountable for the accomplishment of shared goals.
Being able to successfully deliver on specific tasks and projects, from beginning to end, with great independence and minimal supervision
- Ability to extract expert content from a wide variety of information sources and presented in a cohesive and enticing manner.
- Capacity to work independently, taking ownership for assigned projects, while connecting with internal and external counterparts as necessary.
- Proficiency in Microsoft office suite (MS365, PowerPoint, Teams, SharePoint, OneDrive). Project and stakeholder data management tools a plus.

Skills

- Naturally inclined to deliver with excellence and high-quality standards, both in content and format, while complying with deadlines.
- Able to adapt to the start-up culture of GESDA and the scale-up phase it is currently in; self-started and autonomous while being team player oriented.
- Able to operate and deliver in a demanding environment with a flexible product-oriented and customer-service mindset.
- Creativity and curiosity are part of the desired skills-set.
- Integrity and discretion.
- Well-developed organizational and time-management skills.
- Confident and winning attitude with the ability to engage with senior leaders from science and technology, diplomatic or academic communities.
- Strong writing, communication and outreach skills, creative storytelling skills.
- Fluency in English is a must. Proficiency in other languages (French, Spanish) is desirable.
- Soft and people skills, discretion, sense of humour.

Remarks

As a multilateral start up, we are offering as of April 2025 (or according to agreement) the opportunity to join an ambitious and dynamic team in an international environment working on cutting edge issues of human development. Place of work is flexible with readiness for 2 days onsite presence in GESDA's headquarter in Geneva.

If you are interested, please send us your complete application documents** by 31st January 2025 by e-mail in a single PDF file. Your contact person at GESDA is Agota SEGUIN, Director of Operations, recruitment@gesda.global.

Key data

Position: Head of Stakeholder Engagement

Scope of position: 80% – 100%

Start of position: April/May 2025 or according to agreement

Place of work: Flexible with regular onsite presence in Geneva.

Contact person: Agota Seguin, recruitment@gesda.global

** -- Only full application sent before 31st January 2025 by email with CV, letter, diplomas, and certificates/references in one PDF document will be considered.
Thank you. --