



Vacancy Announcement

Portfolio Associate

(REF. 2026-02)

Position title: Portfolio Associate

Team: Portfolio Management, based in Geneva

Required FTE: 100%

Required travel: Some travel, up to 10% of time

Reports to: Regional Manager

Scope of the role

Violent extremism is a direct threat to international security, economic growth, and development. GCERF works to prevent violent extremism by investing in people. As the only global fund dedicated to preventing violent extremism (PVE), we connect local communities to global resources, supporting grassroots initiatives that are typically out of reach for international donors. We fund community-centric initiatives led by civil society organisations to address the local social, economic, and political drivers of violent extremism.

The Portfolio Associate will be part of GCERF's dynamic and high-performing Portfolio Management team, responsible for the effective and efficient management of grants and regional stakeholder engagement. The Portfolio Associate will be responsible for supporting the Regional Managers to ensure the highest quality grant making, grant management, research, analysis, and communication within the team.



Principal accountabilities and ownership

- Grant-making and management: As per the overall portfolio plan, provide support to grant-making and grant-management in specific geographic areas. Ensure consistency, efficiency and compliance.
- SharePoint and Grant Management System data quality assurance.
- Quality delivery: Continuously seek and drive process improvements in coordination with the Portfolio Unit Coordinator. Look for new and better ways of working using technology.
- Stakeholder engagement and administrative support: Liaise with grantees in assigned portfolios and provide efficient administrative support.
- Research and Communications: Monitor in-country developments, conduct research, provide regular in-depth analysis for the Regional Manager, attend and report on relevant events in Geneva. Coordinate preparation and contribute to internal and external communication materials in accordance with the Portfolio Plan.

Knowledge/Experience/Qualifications

- Knowledge and understanding of programme design and development, project cycle management, and financial budgeting and reporting. Ability to work autonomously within the processes and plans. We anticipate that this requires at least 3 to 4 years of progressive experience with these topics.
- Experience working alongside a wide range of grantees with skill and sensitivity, including community-based and grassroots organisations is an asset. Particularly in GCERF partner countries or in similar contexts.
- Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an asset.
- Master's degree in Peacebuilding, Conflict Transformation, Anthropology, Social Sciences, or a related field.
- Master's degree in International Affairs, Relations or Development, Business or Public Administration, Peacebuilding, Conflict Transformation, or a related field, or equivalent.
- Excellent interpersonal, oral, and written communication skills in English. (French, Arabic or Russian are of added value).
- Detail-oriented, excellent coordination skills, must be able to work independently and have a keen interest in seeking tech solutions to improve efficiency.



Values

Demonstration of alignment with GCERF's key values is a critical component of the selection process.

- Make a difference
- Achieve together
- Uphold integrity
- Respect yourself and others
- Learn and improve
- Be Kind

Personal attributes based on GCERF competencies

- Be proactive
- Work collaboratively
- Be accountable and drive for solutions and results
- Communicate effectively
- Embrace learning and entrepreneurial spirit

General information

- Our office is located in Geneva, Switzerland.
- Swiss residency or work eligibility is not a requirement.
- GCERF values diversity, equality and inclusion, and we hire globally. We are committed to hiring qualified candidates irrespective of age, disability, ethnicity, national origin, family status, sex, gender identity or expression, physical characteristics, race, religion, spirituality or sexual orientation. GCERF has a zero tolerance policy towards sexual harassment, sexual exploitation and abuse, as well as any form of discrimination or harassment. GCERF stands by its commitment to welcoming persons of all backgrounds into a safe work environment.
- All selected candidates will undergo rigorous reference checks and anti-terrorism screening.
- Contract: 1 year, renewable. Full-time (40 hours).
- Competitive compensation package.



Application Process

- **Deadline: 12 April 2026**
- The Careers team will be in touch with you directly if you are shortlisted. Unfortunately, we are unable to be in contact with every candidate, but we highly encourage applicants to follow GCERF on social media and regularly check our website for opportunities.
- The shortlisted applicants will be asked to complete a written assignment and participate in an interview process.
- Only complete applications, including a resume and cover letter, will be considered. Cover letters should be brief and specifically address the points above.
- **How to Apply:** Candidates should send their applications to careers@gcerf.org by the deadline.