

**Position: Diplomatic Correspondence Assistant**

**RFQ Reference: SWPM-GIZ-2025-002**

**Between: 14th of April.2025 - 31. December 2025**

**Approximate Number of Days: 20**

**Location: Remote**

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**Purpose:**

The Women's International League for Peace and Freedom (WILPF) is seeking the services of a consultant for the 'The SWPM Syrian - Syrian Feminist Peace Process Initiative'. This Initiative aims to activate a new political feminist track program aspiring to strengthen the principles of negotiation and national dialogue in accordance with feminist standards and values among participants from different Syrian political entities and to bring closer views on the role of Syrian women in peacebuilding processes.

The Diplomatic Correspondence Assistant is required to assist the International relationship consultant in coordinating the events with international and regional stakeholders and decision-makers.

**Duties and Responsibilities:**

- Liaise between the Syrian Women Political Movement team and the UN community, including follow-up on meeting requests
- Handle coordination for SWPM's participation in the delegation to Qatar and KSA, and WPS events. This includes organizing the event schedule, coordinating with speakers, and arranging required services.
- Coordinate the SWPM delegation's outreach and schedule, including ensuring a clear schedule of meetings and visits.
- Prepare necessary material for events and meetings, such as briefing documents, event agendas, biographies for delegates, and other relevant documents.
- Support delegation visits such as coordination ushering delegates to and from meetings.
- Draft and disseminate post-event follow-up correspondence to key stakeholders, ensuring that all relevant action points and commitments are tracked and addressed once the events are complete.

**Deliverables:**

- Timely communication with stakeholders in line with the SWPM objectives, and management team prior to and following CSW and WPS events, as well as delegation visits.
- Serve as a focal point for meeting preparation and implementation.
- Support the communication with diplomatic representatives before, during and after delegation visits.
- Prepare the minutes of meetings and relevant action points.