



## NOTICE OF A JOB VACANCY

The Embassy of Switzerland in Nigeria, Abuja has an opening for a

### **Humanitarian Programme Specialist (local position, 100%)**

#### **Job Description**

The Humanitarian Programme Specialist supports the Humanitarian Advisor at the Embassy of Switzerland in the design, management, and implementation of Switzerland's humanitarian portfolio in Nigeria. The post holder will:

- Monitor, analyse and assess the humanitarian, socio-economic and political context with a focus on Nigeria's northeast;
- Report on the conflict dynamics, humanitarian needs and response.
- Contribute to portfolio management, including follow up on projects with partners, document progress and ensure compliance with Project Cycle Management rules and regulations;
- Identify potential opportunities in line with the Note on Switzerland's humanitarian engagement in Nigeria 2024-2026.
- Assist in assessing project proposals, negotiating with partners, and drafting internal documents;
- Support and/or conduct analysis, carrying out inquiries and writing reports as directed by the supervisor;
- Participate in field visits, mainly in the northeast (Borno, Adamawa and Yobe States), to monitor and follow up on projects;
- Facilitate information sharing, document dissemination and ensure proper filing of important documents;
- Build and maintain effective contacts with key stakeholders through coordination and networking, including with Government stakeholders and local partners;
- Assist in representing Switzerland in meetings, fora and events in relation to the humanitarian context (Government, ICRC, UN, NGOs, CSOs, donors).
- Contribute to the Embassy's communication strategy, including on social media

#### **Require Candidate Profile:**

- Nigerian citizenship or valid work permit in Nigeria
- Successful completion of university degree (minimum Bachelor), preferably in international relations, social sciences or related field.
- Working experience and knowledge in the field of international aid and in particular humanitarian aid. Experience in protection and food security is an asset.
- Previous work experience with International Organization, UN Agency, Non-Governmental Organization, Embassy or private Company.

- Strong understanding of humanitarian aid and development cooperation in Nigeria, including Government systems and stakeholders at Federal and State level.
- Good analytical skills, and experience in planning, design, implementation and evaluation of programs.
- Good interpersonal skills, high sense of commitment, resistance to stress and capacity to work independently as well as in a team.
- Excellent writing skills and ability to communicate effectively both orally and in writing.
- Excellent command of English

**Type of position**

Full time. Fixed-term employment: 12 months, with the possibility of extension

**Start date**

1<sup>st</sup> July 2025 or according to agreement

**Application deadline**

6<sup>th</sup> April, 2025

Please send your application with a detailed CV and cover letter to the following email address:

[abuja.jobs@eda.admin.ch](mailto:abuja.jobs@eda.admin.ch) (Subject: job vacancy: humanitarian programme specialist)

Do **not** send any other supporting documents at this stage. You might be requested to submit additional documents only in the event that you are shortlisted for the next stage of the recruitment process.