



The Embassy of Switzerland in Kyiv is looking for a

National Program Officer (full time starting as soon as possible)

Job Objective:

Within the Cooperation Team at the Embassy of Switzerland in Ukraine, the National Program Officer (NPO) is responsible for managing projects in **democratic governance and anti-corruption**. Under the supervision of Senior National Programme Officer, the NPO contributes to the design, monitoring, and steering of bilateral and multilateral initiatives in line with Switzerland's International Cooperation Strategy and Ukraine's reform priorities. The NPO works closely with implementing partners and government authorities and represents the Embassy in relevant coordination and technical fora.

Main duties and responsibilities:

Project Management

- Initiate, design, monitor, and steer bilateral and multilateral projects focusing on anti-corruption, rule of law, and decentralized democratic governance.
- Ensure quality implementation through systematic follow-up, field visits, and structured engagement with beneficiaries and key stakeholders.
- Ensure robust results-based monitoring and risk management in line with project cycle management standards.
- Support independent evaluations and coordinate third-party monitoring to capture lessons learned and inform adaptive management.
- Ensure compliance with contractual obligations, operational guidelines, and applicable policies and regulations.

Portfolio Steering and Development

- Contribute to the strategic development and coherence of the Governance portfolio in line with overarching objectives of Switzerland's Country Program for Ukraine.
- Provide thematic anti-corruption expertise and guidance to the Cooperation Team, foster cross-sectoral synergies with other thematic portfolios.

Policy Dialogue and Coordination

- Closely monitor governance reform processes and policy developments and assess implications for the project portfolio.
- Prepare analytical briefings, talking points, and written inputs for Embassy and Headquarters colleagues.
- Engage with implementing partners, donors, and other stakeholders to ensure effective coordination.
- Represent the Embassy in technical meetings and Sectoral Working Groups related to the Governance portfolio.

Additional Responsibilities

- Contribute to key country programme processes, including annual planning and reporting, mid-term reviews, and context analyses.
- Support the preparation of communication products related to the Governance portfolio.

- Actively participate in peer exchanges and thematic networks.
- Prepare and accompany visits by Swiss delegations.

Requirements:

- A master's degree in political science, law, public administration or a related field.
- Minimum 5 years of relevant professional experience in development cooperation, public administration, civil society, or international organizations.
- Sound understanding of the governance-related reform agenda with a focus on anti-corruption, rule of law and democratic governance.
- Proven experience in project cycle management, monitoring and evaluation (M&E), and risk management.
- Experience in collaboration with public authorities at different levels, civil society, and international development partners.
- Ability to conduct context analysis and contribute to programmatic and policy discussions.
- Proficiency in computer application skills.

Personal qualities:

- Strong analytical and organizational skills, ability to manage multiple tasks and deadlines.
- Highly motivated, proactive, committed to delivering high-quality results and team objectives.
- Strong interpersonal skills and ability to build constructive relationships with a wide range of stakeholders.
- Proven ability to work independently with a minimum of supervision.
- High degree of personal integrity and trustworthiness.
- Excellent written and verbal communication skills in Ukrainian and English (German or French is an asset).

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission.
- Work in a dynamic organization operating actively across the country in the fields of international cooperation, diplomacy, economic and political cooperation.
- Opportunity to contribute to the shape and direction of sizeable programs in support of Ukraine.
- Competitive salary relative to experience and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until **March 22, 2026** to kyiv@eda.admin.ch

Please indicate in the subject line "**National Program Officer – Democratic Governance & Anti-Corruption**" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.

Kyiv, 06.03.2026