



The Embassy of Switzerland in Kyiv is looking for a highly motivated, dedicated and able to work in a very dynamic team

Humanitarian National Programme Officer

The Embassy of Switzerland in Ukraine within the scope of its humanitarian operations is implementing several programmes in the field of Health, Protection, Livelihood, Water and energy, among others. The projects are implemented by the Swiss Embassy itself or by partner organizations (NGOs, UN Agencies, ICRC and Red Cross movement). The duty station is Kyiv with short missions to Dnipro or where projects are implemented.

Job objective: Under the direct supervision of the Swiss Humanitarian Aid Team Lead and in close coordination with the humanitarian and cooperation team of the Embassy of Switzerland in Ukraine, the incumbent is in charge of planning humanitarian interventions, as well as implementation, management and monitoring of several humanitarian programmes funded by Switzerland and aligned with its strategic objectives and humanitarian principles. He/she is familiar with the whole Project Cycle Management, including monitoring of interventions and financial requirements. He/she is able to build solid partnerships and have a clear understanding of the humanitarian priority needs in Ukraine, as well as humanitarian principles. Funded programmes are multi-sectorial and can be implemented by national NGOs, international NGOs, the Red Cross movement or UN Agencies. The NPO attends and represents Switzerland in relevant working groups and coordination forum. He/she is willing to participate in field missions to locations such as Dnipro, Odessa, Kharkiv (security permitting) to meet with beneficiaries and implementing partners. He/she is interested in contributing to set strategic priorities for Swiss humanitarian actions in Ukraine and to contribute to effective coordination and linkages among humanitarian, recovery, development, human rights and peace efforts.

Requirements for the position include:

- Education: University degree (Master's level) or comparable education;
- Several years of practical professional experience as project manager in international cooperation, particularly in the area of humanitarian assistance;
- Knowledge of the full Project Cycle Management; interest and motivation to work in support of Switzerland's cooperation programme with Ukraine;
- Experience and knowledge in dealing with humanitarian crisis situations and the instruments of humanitarian aid;
- Experience in direct action and support of humanitarian partners, including financial procedures;
- Experience in collaboration with national, regional and local governmental authorities;
- Good command of national languages and English, including technical terms;
- Well-structured and well organized, highly flexible with ability to work under pressure;
- High degree of personal integrity and trustworthiness;
- Understanding and compliance with humanitarian principles.

We offer:

- inviting and interesting work atmosphere in a foreign diplomatic mission
- competitive salary relative to experience and benefits package

To apply:

Please send your CV and a letter of interest with indication of salary expectations no later than 31 August 2024 to kyiv@eda.admin.ch

Please indicate in the subject line "Humanitarian NPO" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.