



The Embassy of Switzerland in the Kyrgyz Republic is seeking a qualified individual for the fixed-term position for 2 years of:

National Programme Officer

The Program Officer will be responsible for planning, implementation, monitoring and evaluation of the Cooperation program of the Embassy of Switzerland in the area inclusive and sustainable economic development. This includes:

- Ensuring Project Cycle Management of an assigned portfolio, responsibility for both operational and financial performance in line with SECO and SDC standards;
- Monitoring of the recent developments and the trends in the sector and maintaining working relations (networking) with relevant stakeholders incl. representatives of central/local government, non-governmental organizations and private sector;
- Preparing inputs for policy dialogue.

Requirements:

1. **Master degree** (or its equivalent) in development economics and finance, or other related fields. Good knowledge and understanding of (macro- and micro-) economic issues, including national and international legal frameworks and development economic policies as well as international trade and finance/banking sector.
2. Minimum 5 years **professional experience**. Public (and private) sector experience is an advantage.
3. Good understanding of the **project cycle management**. Experience and proven records of conducting and implementing development projects in KG and abroad is an asset.
4. **Ability to self-organize**, set priorities and have a global view at projects level.
5. **Social competencies**: excellent interpersonal skills, ability to interact with a wide variety of interlocutors, good networking skills, negotiation, ability to represent the point of view of Switzerland. Ability to work in and contribute to an intercultural team. Ability to accept criticism and learn from it.
6. Fluent in **English** (proven high TOEFL score is an asset) and at least one of the State/official languages with good writing skills; ability to interact in the other. Knowledge of a Swiss national language an advantage.
7. Excellent command of Excel, Word and Powerpoint.
8. Ability and willingness to travel regularly in the country (and abroad).

The Embassy of Switzerland is a value based equal opportunities employer, appointing on merits by open competition. Please send your application by email before **June 10, 2022 by 17:00** to bishkek.applications@eda.admin.ch with the indication "Application - NPO" as subject title. Application lacking the job indication in the subject title will not be considered.

Applications in English shall include a motivation letter of maximum 600 words stating reasons for applying to the position, a detailed CV, salary expectation and references.

We highly encourage men and persons from ethnic minorities to apply.

Applications will not be returned. The Embassy of Switzerland will not respond to any communication with regard to the selection process. Only shortlisted candidates will be contacted.