



New Delhi, 27.05.2024

Job offer

The Embassy of Switzerland in New Delhi as the official representation of Switzerland in India is looking for a **Manager Finance and Administration (100%)** for the Project Implementation Unit (PIU) for “Strengthening Climate Change Adaptation in Himalayas” (SCA-Himalayas) of the Swiss Agency for Development and Cooperation (SDC).

The SCA-Himalayas project, which is funded and implemented by SDC, aims to integrate climate actions into national and sub-national planning and implementation, benefitting local communities in the context of the Indian Himalayan Region (IHR). The project was launched in 2016 (entitled 3SCA-project for the first phase) and is now in its second phase (January 2020 to December 2025) with a threefold objective:

- Development of pilots for scalable approaches towards climate resilience in the fields of water resource management (WRM) and disaster risk management (DRM);
- Enhancement of institutional capacities across the IHR to plan, implement and mainstream adaptation actions into their programmes and policies;
- Integration of the experience in policy frame works and dissemination at the national, regional and global level.

Since 2020 the project is implemented by a Project Implementation Unit (PIU) with a team based in Delhi at the Swiss Embassy and consultants embedded within partner institutions at the state and national level.

We offer an interesting job opportunity in a dynamic environment, within a team and network of motivated professionals. Employment is full time with a local contract (applicable Indian law); start date beginning of August 2024 or as per mutual agreement.

Roles and Responsibilities:

The Manager Finance and Administration is primarily responsible for supporting the PIU Team and project consultants on all the administrative and financial aspects related to the project implementation as per the SDC rules and regulations. The specific responsibilities of the position as Manager Finance and Administration are:

- Prepare contracts, make payments and close completed contracts
- Regularly track contracts for milestones and linked payments and completion dates
- Coordinate administrative tasks related to logistics planning, travel of SCA PIU staff, Swiss experts, consultants and programme partners
- Provide ground support including the identification of partners for events under SCA
- Identify and coordinate with various vendors for travel, production and related services
- Maintain files and records including inventory of assets for SCA PIU
- Periodic reporting of financial status of SCA PIU
- Coach the team of consultants in the two project states (Uttarakhand & Sikkim) on the basic processes of administration and financial book-keeping and maintaining the logs of bills
- Carry out/assist in audits and/or other financial procedures as required from time to time by SDC
- Procure and deploy software and hardware and ensure that the IT infrastructure at SCA PIU is in optimal working condition
- Update and maintain project websites regularly

Required knowledge and skills:

- Bachelor or Master Degree or equivalent in accounting and finance, administration, or related field.
- The applicant must have a minimum of 5 years of relevant working experience in organising administrative and financial activities of the organisations /projects in development context.
- Experience of working on projects funded by multi-lateral or bi-lateral agencies involving rigorous project administrative, financial, and management procedures.
- Additional experience in computer hardware and software would be an advantage.
- Demonstrated administrative and financial management capacity.
- Good interpersonal skills, with the ability to comprehend and consolidate inputs from a diverse range of stakeholders.
- Personal responsibility and the ability to work independently, ability to take and implement decisions, goal and result-orientation.
- Good communication skills, ability to work in a team, to network and ability to deal with critical feedback and conflicts.
- Intercultural sensitivity and sensitivity towards gender issues.

Duration and Job Location

This is a fixed-term employment contract with tenure up to December 2025. Initially the contract will be for a period of one (1) year, extendable until December 2025. The assignment is full time (100%).

The Project Implementation Unit will be based out of the SDC office located in the Embassy of Switzerland in Delhi. The Manager will be required to undertake travel to the Indian Himalayan region in order to discharge his/her duties.

Compensation

The compensation will be in accordance with education, experience and previous assignments held and based on the salary scale of the Embassy of Switzerland.

Application

Interested candidates are requested to submit their application through mail to newdelhi.ccd@eda.admin.ch including the following documents

- Letter of motivation describing suitability and interest for the position
- Resume (curriculum vitae)
- Three references

Reference in title “**Manager Finance and Administration**”

Deadline for submission of application: 10.06.24

Note on procedures:

- Only complete applications will be considered
- Shortlisted candidates will be contacted after the submission deadline for an interview
- Written test will be made prior to the interview