

25.02.2025

Swiss Embassy in Jordan: Job Vacancy

As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the diplomatic relations between Switzerland and Jordan. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, humanitarian aid, development cooperation, legal arrangements, science, education and culture. Moreover, the Embassy serves as a regional hub for various areas, including the implementation of the Swiss Cooperation Programme "Syria and neighbouring countries 2025-2028".

National Programme Officer – 100 %

The Embassy of Switzerland in Jordan is looking for a National Programme Officer to complement the Syria team of the Swiss Cooperation Office at the Embassy.

Duties & Responsibilities

The National Programme Officer works as a member of the Syria team under the overall guidance of the Regional Head of Cooperation/Head of Cooperation Syria and is expected to closely coordinate with the Regional Advisors on Protection, Water, Education & Employment. S/he contributes to the overall Syria program and manages a number of projects and partnerships as part of the Swiss Cooperation Programme Syria and neighbouring countries 2025-2028. This position requires both strategic vision and attention to operational detail. The NPO ensures due diligence in managing projects while actively contributing to Switzerland's positioning and added value in the Syria response. Given the Amman-based setup, the role also demands a regional perspective. The list of tasks includes the following:

- **Context and political analysis:** Monitor political, security, economic, and humanitarian developments related to Syria and its neighbouring states.
- **Portfolio planning, strategic steering, and reporting:** Ensure effective implementation of the **Cooperation Programme 2025–2028**, aligned with Switzerland's strategic priorities. Contribute to the operational, administrative, and financial planning, monitoring, and steering of the Syria portfolio.
- **Project cycle management:** Oversee humanitarian and recovery projects in line with Switzerland's strategic priorities under the Cooperation Programme 2025-2028, ensuring coherence between operational realities, strategic planning, and policy dialogue. As needed, take on additional responsibilities within the Swiss Cooperation Programme.
- **Relationship management, coordination and policy dialogue:** Ensure collaboration and coordination with all engaged SDC actors and partners, develop, and maintain a network with national authorities, national and international partners, relevant experts, decision-makers and other relevant stakeholders of the sector including participation in relevant meetings. Actively represent Switzerland in public fora and coordination platforms, advocating for Switzerland's priorities and ensuring its added value is recognized.

Profile & Requirements

- Master's degree in Political Science, International Relations, Social Sciences, Development Studies, Law, Economics, or a related field, with additional training in humanitarian aid or development cooperation.
- At least 5 years of experience in development cooperation and humanitarian aid with an international organization, NGO, or bilateral agency, with a strong focus on Syria (particularly Northeast Syria) and/or the region.
- Strong understanding of key actors in Syria and the region, with readiness to develop expertise in Switzerland's approach and help position its added value in the Syria response.
- Good knowledge of the political, economic, and social landscape of Syria and the broader region, including humanitarian and recovery challenges.
- Proven ability to link operational realities to broader policy and advocacy efforts.
- Experience managing projects in line with Programme and Project Cycle Management (PCM), including budget oversight and administration.
- Thematic expertise or strong affinity in at least one of Switzerland's priority areas: Water, Protection, Education and Employment.
- Ability to engage and coordinate with national authorities, international partners, and key stakeholders.
- Experience engaging the private sector and/or promoting localization approaches, such as public-private partnerships, innovative financing, or strengthening local initiatives is an asset.
- Experience in high-level representation, including participation in policy discussions and coordination platforms.
- Strong strategic thinking, with the ability to translate insights into action.
- Ability to work autonomously, proactively, and in a results-oriented manner in a complex and evolving context.
- Willingness and readiness to go on business trips to Syria.
- Excellent communication and teamwork skills, with cultural sensitivity and a commitment to working in a governmental development and humanitarian agency.
- Fluency in English and Arabic; knowledge of French or German is an asset.
- Proficiency in MS Office and internet research.

We offer

- Diverse and meaningful work environment
- Further training opportunities
- Competitive salary and social benefits

Place of work: Embassy of Switzerland in Jordan
Beginning / Duration: April 2025 or upon agreement, one-year renewable local contract
Deadline: 12.03.2025

Please submit your application (CV & motivation letter) in English language via:

<https://www.akhtaboot.com/en/jordan/jobs/amman/164319-National-Programme-Officer--at-The-Embassy-of-Switzerland-in-Jordan>

- **Important note: Any applications not received through the recruitment site will not be considered.**