



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

**Humanitarian NPO
with engineering background**

The Embassy of Switzerland within the scope of its humanitarian operations is implementing in Ukraine 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 in Dnipro or where projects are implemented.

Job objective: Within the Humanitarian Team at the Swiss Embassy in Ukraine, the National Program Officer (NPO) manages projects within the WASH reconstruction program. He is responsible for developing, implementing, monitoring, and evaluating rehabilitation projects in close collaboration with local stakeholders and the Embassy team. The NPO establishes an effective network of key stakeholders, both national and international, and leads coordination efforts with local partners to ensure a timely and efficient humanitarian emergency response. Operating under the direct supervision of the Head of WASH Reconstruction, the NPO provides guidance to external consultants and oversees project implementation by partner organizations. He demonstrates flexibility during humanitarian emergencies and is prepared to travel to frontline regions. He strictly adheres to security protocols to ensure the safety of all personnel involved. The duty station is Kyiv, with frequent visits to operational areas along the frontline.

Requirements for the position include:

A Master's degree in engineering, preferably in Hydraulic Engineering or a related field. At least 3 years of practical experience in hydraulic engineering or in the construction of heating, water supply and sanitation infrastructure particularly in the private sector. In-depth knowledge of construction practices within Ukraine is essential, along with a robust local network of engineering and construction companies and suppliers. Experience collaborating with humanitarian organizations, international development agencies, or government institutions is highly advantageous. Additionally, candidates should possess excellent negotiation skills for contracting construction projects, complemented by strong problem-solving abilities. A pragmatic, goal-oriented mindset is essential, with the capacity to adapt project implementation plans to challenges such as security concerns or the humanitarian context. Effective communication skills, both internally and externally, demonstrating reliability, commitment, and a collaborative team approach, are required. Strong organizational and coordination skills, along with the ability to remain focused and composed during emergencies or in war-affected project areas, are also necessary. Fluency in both Ukrainian and English is required.

Start as soon as possible.

We offer:

- contract limited to 12 months, renewable
- 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 October 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.