



The Embassy of Switzerland in Kyiv is looking for an

National Program Officer **(full time starting from November 1, 2025)**

Job Objective:

Within the Cooperation Team at the Swiss Embassy in Ukraine, the National Program Officer (NPO) is working in the intersection of private sector development and trade support.

Main duties and responsibilities:

- Contributing to and leading development programs in Kyiv under the responsibility of State Secretariat for Economic Affairs (SECO) and Swiss Development Cooperation (SDC), aiming at improving an access to finance for individuals and SMEs including via digital financial services and asset-based financing, development of financial infrastructure for new financial products and services.
- Contributing to a development of a Swiss funded portfolio in partnership with the International Finance Institutions (IFIs) focused on supporting reforms within the Ukraine's broader recovery and EU accession goals.
- Contributing to the portfolio in trade promotion, in particular its aspects relating to strengthening of SMEs competitiveness and integration into international markets.
- Accompanying the assigned projects through all stages of the project cycle (planning, monitoring, evaluating, implementing) under the strategic cycle of Swiss support to Ukraine from 2025-2028 in its Economic Recovery strategic direction, in cooperation with the responsible program managers at head office in Bern, and colleagues from the cooperation team at the Embassy.
- Concrete tasks include (i) programme development and management in access to finance and financial infrastructure; (ii) programme development and management in capacity development of institutional strengthening of different stakeholders including financial institutions; (iii) programme development and management in private sector support through varied instruments and modalities.
- The list of specific tasks above is indicative and may be revised or amended by the Swiss Cooperation Team management. Additional tasks may be assigned in line with the Cooperation Strategy or according to tasks Cooperation Team within the Embassy is asked to perform by SECO or SDC.
- Specific tasks
 - To systematically follow up and analyse the developments in Ukraine and neighbouring countries within the domain and brief the Cooperation Team management, the Cooperation team and head office about relevant issues.
 - To develop and maintain an effective network with the stakeholders involved in the Economic Recovery strategic direction of the Swiss support to Ukraine (e.g. government, parliament, presidential administration, municipalities, NGOs, donor organisations, sector working groups and clusters)
 - To manage the portfolio oriented to achieving the set results, to monitor annual progress based on the defined indicators and to provide the respective inputs to the annual reporting of the Cooperation Team.
 - To initiate and support planning and designing of new projects in Economic Recovery including private sector development and trade promotion.
 - To supervise / monitor / manage the projects assigned by the Cooperation team management through all stages of the project cycle, based on field

visits, review of operational and financial reports, contacts with stakeholders.

- To analyze intermediate and final reports of project partner. To prepare management response letters and initiate partial or final payments in collaboration with the admin- finance department-. To prepare and negotiate projects' related agreements and contracts with counterparts and implementers.
- To negotiate and to draft agreements and Terms of Reference for fact-finding, backstopping- review- and other missions of local and international consultants within these domains.
- Prepare and attend preparatory and evaluation missions.
- To document lessons-learnt, to conduct project/portfolio evaluation and to contribute to SECO's and SDC's institutional learning, including maintaining an expertise base.
- Negotiations with partners and implementers, project monitoring and supervision, procurement and financial as well as operational supervision belong to the daily business.
- Ensure a coherent and proactive internal and external communication about the Swiss financed Cooperation and Development Program within the Economic Recovery in close coordination with the Embassy's communication team.
- Exchange information with the communication officer of the Embassy to develop, draft and update the factsheets related to the domains' project.
- Coordinate the communication with local external stakeholders and ensure a good coordination with local level partners within the domain.

Requirements:

- Professional knowledge in finance/economics preferable with a strong link to financial infrastructure, access to finance, and SMEs support.
- Substantial work experience with international development agencies or international financial institutions or relevant governmental and private sector organizations in the fields of access to finance, development of financial infrastructure or new financial services.
- Sound understanding of project cycle management.
- Excellent analytical, communication and networking skills. Curiosity and ability to flexibly enter new thematic topics.
- Ability to conduct discussions with senior public officials and representatives of private companies.
- Effective networking, reliability, trustworthiness, discreteness and team orientation.
- Agility to address different stakeholders' groups, simultaneously and at various levels.
- Fluent Ukrainian and English (German or French is a strong asset).
- Strong computer application skills.

Personal qualities:

- Ability to interact, supervise and advise.
- Proactive, structured and autonomous working styles
- Strong analytical and conceptual capabilities
- High degree of personal integrity and trustworthiness.
- Discretion and confidentiality.
- Stress resistance, flexibility and ability to work under pressure.
- Flair for organisational tasks.

- Highly developed team spirit and networking skills.
- Excellent social and communication skills.

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission.
- Work in a dynamic organization operating actively across the country in the fields of international cooperation, diplomacy, economic and political cooperation.
- Opportunity to contribute to the shape and direction of sizeable programs in support of Ukraine.
- Competitive salary relative to experience and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until **September 7, 2025** to kyiv@eda.admin.ch .

Please indicate in the subject line “National Program Officer” to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.

Kyiv, 23.07.2025