



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

### **National Program Officer (NPO) Health**

The Embassy of Switzerland in Ukraine within the scope of its development and humanitarian engagements is implementing several programmes in the field of Health among others. The projects are implemented by partner organizations (UN Agencies, (I)NGOs, consulting companies). The duty station is Kyiv with short missions to places where projects are implemented.

Under the direct supervision of the Deputy Head of Cooperation and in close coordination with the humanitarian and cooperation teams of the Embassy of Switzerland in Ukraine, the incumbent is in charge of initiating, monitoring, and steering health programs that are funded by Switzerland and aligned with its strategic objectives. The focus will be on humanitarian and multilateral initiatives. He/she is familiar with Project Cycle Management, including monitoring of interventions and financial requirements. He/she is able to build partnerships and have an understanding of policy priorities as well as humanitarian principles. The NPO is further expected to contribute with strategic reflections to a coherent portfolio approach on health and to effective coordination and linkages among humanitarian, development, and peace efforts. The NPO attends and represents the Embassy in relevant working groups and coordination forum. He/she is willing to participate in field missions, including to locations such as Dnipro, Odessa, and Kharkiv (security permitting), to meet with beneficiaries and implementing partners.

#### **Requirements for the position include:**

- Education: University degree (Master's level) or comparable education
- Several years of practical professional experience as project manager in international cooperation
- Knowledge of Project Cycle Management
- Experience and knowledge of humanitarian aid, development, and/or multilateral instruments
- Experience in collaboration with authorities at different levels
- Affinity for strategic reflections and policy processes
- Committed to enhance synergies between humanitarian and development approaches
- Good command of English
- Well-structured, independent, proactive, flexible, with ability to work under pressure
- High degree of personal integrity and trustworthiness
- Understanding and compliance with humanitarian principles.

#### **We offer:**

- 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 11 November 2024 to [kyiv@eda.admin.ch](mailto:kyiv@eda.admin.ch)

Please indicate in the subject line "NPO Health" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.