



As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share. Save the Children is active in Switzerland since 2006 and is Zewo-certified.

For our offices in Zurich, Save the Children Switzerland is looking for a

## **Programme Officer Africa (100%)**

We are looking for a Programme Officer based in Zürich, Switzerland who will manage humanitarian aid and development projects in the Africa region.

### **Roles and responsibilities**

- Responsible for the implementation of Save the Children Switzerland funded projects, monitoring progress of projects and providing input/advice to implementation teams in Save the Children Country Offices
- Grant/award management throughout the whole lifecycle (opportunity to close-out)
- Responsible for the effective dissemination of award information, including key deadlines, so that all key contributing staff in Switzerland and Country Offices have a clear understanding of expectations throughout the lifecycle of an award (opportunity to close-out)
- Provide active input and support to the Country Offices in the kick off meeting, during the implementation phase and donor reporting
- Coordinate and elaborate the writing of proposals and reports in collaboration with the Country Offices
- Responsible for project monitoring including budget, ensuring general compliance with donor requirements and tracking key performance indicators
- Responsible for consistency check between budgets and projects planning/narrative documentation
- Supports the finance team in the substantial assessment of the financial report (over/underspent)
- Ensure that all opportunities, proposals, contracts and amendments with donors are processed and approved through Award Management System and the system is an accurate reflection of current award status at all times
- Build strong geographical and knowledge of in-country context and Country Offices structure and capacity and visit the programs in the field as necessary

### **Qualifications and experience required**

- Bachelor degree or higher education in a relevant field (Development, Political Science, International Relations or others)
- Professional experience in supporting and monitoring projects in development cooperation and good knowledge in approaches and instruments of impact-oriented project management (Project Cycle Management)
- Knowledge of one or more thematic areas (education, health, child protection, humanitarian interventions) and / or experience in working with African countries are of great advantage

- Work experience in the area of fundraising and in the maintenance of relations with project partners (national offices, NGOs) are an asset
- Excellent English and French skills (written and spoken)
- Organizational and prioritization skills, managing work load and able to adjust to a flexible and changing environment, high quality awareness and attention to details
- Experience with data bank management systems is of great benefit
- Intercultural communication skills and teamwork
- Pragmatic, solution-oriented and independent approach to work

All our work is based on the UN Child Rights Convention. To protect children and youth, all employees are required to sign the Save the Children Child Safeguarding Policy and to submit an extract from the judicial record.

Have we caught your interest? Please send your complete application to [jobs@savethechildren.ch](mailto:jobs@savethechildren.ch).