



Vacancy Announcement

The Embassy of Switzerland in Bangladesh invites qualified candidates to submit applications for the position of

National Programme Officer (NPO)

Under the framework of the Swiss Humanitarian Aid in Bangladesh the NPO supports the Project Office Cox's Bazar of the Embassy of Switzerland in Bangladesh with expertise in the field of humanitarian assistance and nexus as well as with knowledge about the national and local context required for the implementation of Switzerland's Humanitarian Aid programmes in Cox's Bazar district.

The Cox's Bazar (CXB) Office, including the NPO, serves as a vital bridge between the Embassy of Switzerland in Dhaka and the field operations in CXB district. The NPO will play a pivotal role in providing the Embassy with valuable insights and updates on the humanitarian response and local context in Cox's Bazar. Through regular communication and coordination, the NPO will facilitate effective two-way communication, enabling the Embassy's priorities and goals to be effectively translated into actions and interventions on the ground.

The position is based in: Cox's Bazar with travel to Dhaka.

Starting Date: as soon as possible or upon mutual agreement

Main Responsibilities

- For Swiss-funded nexus interventions with assigned responsibility, support, monitor, steer and supervise programme/project implementation, including oversight of the financial management;
- Contribute to analysing specific issues in the field of Humanitarian Aid in Bangladesh upon request from Nexus Programme Manager;
- Pro-actively supports the drafting and development of project/programme related internal documents (concept notes, Entry Proposals, Credit Proposals, End-of-Phase Reports, etc.) and ensure the application of agreed quality standards and deliverables;
- Review narrative and financial reports and assess project effectiveness and efficiency and provide constructive feedback to both the supervisor and when necessary the partner;
- Support the planning, the preparation and the implementation of field trips (for assessments, monitoring, evaluations, studies, etc.) and also do regular monitoring visits.
- Ensure adequate filing and archiving of project-related documents
- Monitor and assess relevant development in the field of humanitarian assistance and nexus, including policy development;
- Monitor security in Cox Bazar and surrounding region, generate monthly security snapshots, and ensure timely delivery of security information, reports, and deliverables;
- Strengthen Networking and Partnerships with relevant stakeholders in Cox's Bazar and Bhasan Char;
- Engage and represent Switzerland in relevant meetings and other mechanisms of aid coordination and humanitarian response including with ISCG, UN Agencies, Sector, NGO platforms, and necessary partners in Cox's Bazar and Dhaka;
- Act as a liaison person with the relevant local authorities and the national organizations;

Interested candidates must

- Have a post-graduate degree from a reputed Bangladeshi or foreign academic institution, preferably in international relations or related field;
- Demonstrate competences with a minimum of five year relevant work experience in project / programme management for an international organization in development cooperation or humanitarian assistance;
- Experience cooperating / working with local authorities, preferably in Cox's Bazar District;
- Experience in collaborating with other international actors and national organizations as well as with national / international consultants;
- Good understanding of the national and local socio-economic and political context;
- Demonstrate hands-on experience in addressing systemic issues of humanitarian assistance and supporting durable solutions in a protracted crisis;
- Bring experience in operational and financial programme management with a bilateral development partner (preferably a donor agency);
- Have sound knowledge of and active networks among the institutions and stakeholders, involved in the humanitarian response including the Government (political issues, administration and processes), UN agencies, and the relevant national and international NGOs;
- Bring practical experience in gender mainstreaming, conflict sensitive programme management and protection from sexual exploitation, abuse and harassment;
- Ability to work autonomously, yet effectively in a diverse and multicultural team and under a matrix structure;
- Able to cope with a fast changing (working) environment with a stress resistant attitude;
- Willing to travel and work non-standard hours, when required;
- Demonstrate strong communication skills, with an excellent command of written and spoken English and Bengali, (and the ability to draft structured and concise texts in English). Understanding of Rohingya dialect would be an asset; and
- Knowledge of a Swiss national language (German, French, and Italian) is an asset.

The Embassy of Switzerland offers a competitive package of salary and benefits in a diverse and dynamic working environment.

Candidates who fulfil these requirements are invited to download and complete the **FDFA Application Form** (<https://www.eda.admin.ch/countries/bangladesh/en/home/news/open-job-vacancies.html>) and send it, along with a letter of motivation, to the following e-mail address: dhaka.jobapplication@eda.admin.ch.

The closure date for applications is 15.04.2025. Only shortlisted candidates will be contacted for an assessment.

The Embassy of Switzerland is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other identity or status features.