



## Vacancy Announcement

The Embassy of Switzerland is looking for a **National Programme Officer** to join its Economic Section (SECO office) **per 1<sup>st</sup> May 2025** or as agreed between the parties (**full-time**).

### **Background**

The **SECO** Office at the Embassy of Switzerland in Accra is responsible for managing Switzerland's economic development cooperation portfolio with Ghana and is specialized in the following areas:

- Economic and financial policy including Public Finance Management, strengthening local governance, financial sector development etc.
- Urban infrastructure and utilities, with a focus on renewable energy
- Private sector development, namely entrepreneurship, access to finance, financial inclusion, skills development and an efficient and innovation-friendly business environment
- Trade promotion with a strong focus on sustainable value chains incl. recycling industries

Gender equality, climate and resource-efficiency and digitalization are transversal themes of the portfolio. Projects have a strong focus on capacity building, knowledge management, change management, and sustainability.

### **Job Description / Responsibilities:**

The **National Programme Officer** is in charge of SECO's economic and financial policy portfolio in Ghana with a focus on macroeconomics, public financial management and financial sector development.

- Effectively managing and monitoring SECO's macro-economic portfolio in Ghana. This includes fiscal decentralization, public financial management, local governance, economic policy and financial sector development.
- Conducting research and analytical work on relevant topics.
- Developing and maintaining a fruitful working relationship within the Swiss Federal Administration and the Government of Ghana, local project partners, implementing agencies and beneficiaries, and representing SECO at relevant programme Steering Committee meetings and other strategic events.
- Leading the portfolio development through identification, appraisal and design of new projects, as well as closure and evaluation of projects in close collaboration with SECO's HQ in Switzerland.
- Contributing to the formulation and discussion of strategic orientation of the economic cooperation programme with Ghana including inputs on SECO's strategic, operational and policy papers. Ensure and seek alignment between the different projects of SECO's economic cooperation and development units.
- Keeping regular contact and cooperation with Multilateral Financial Institutions and bilateral donors including managing donor coordination.
- Maintaining regular information flow and engagement with stakeholders, contributing to the promotion of Swiss visibility in Ghana and to the communication work of the Embassy.

### **Qualifications, skills and experience:**

- Master's or equivalent degree with specialization in a related field with at least five years of relevant work experience;
- Established network of stakeholders in government (especially Ministry of Finance, Ministry of Local Government, Chieftaincy, and Religious Affairs, Bank of Ghana, MMDAs), relevant research organizations and think tanks, international and regional organizations, in areas such as macroeconomics, public financial management (for instance procurement, infrastructure management), financial sector stability, and decentralization;
- A strong track record in project management and exposure to economic development cooperation programmes;

- Strong stakeholder management skills;
- Knowledge and strong interest in macroeconomics, public financial management and topics around financial sector stability and development as well as political economy;
- Outstanding analytical and quantitative skills;
- A strong motivation for international cooperation, private sector development and trade promotion;
- Able to work effectively under pressure, strong organizational and time management skills;
- Used to working and communicating in a multi-cultural environment;
- Excellent written and oral communication skills in English;
- IT-literate (Microsoft Office).

**The Embassy of Switzerland offers:**

- An attractive, open-minded and dynamic working environment;
- Remuneration commensurate to qualifications and experience;
- Health insurance and pension fund scheme.

Please send your application with the following documents

- Motivation letter
- CV with a recently taken passport photo
- Copies of certificates
- Proof of completed training/further education
- Letters of recommendation/testimonials for all previous employments
- Proof (alternatively, well-founded statements) of all the knowledge and skills listed in the requirements profile
- Birth certificate and copy of passport or similar proof of identity

**until February 21, 2025**

preferably by email to [accra.economicsection@eda.admin.ch](mailto:accra.economicsection@eda.admin.ch) with the subject “**Application-Programme Officer**” or by post to  
Embassy of Switzerland, The Economic Section  
Hilla Limann Hwy / Kenneth Kaunda Rd, North Ridge  
P O Box 359 GPO, Accra

Please note that only complete and timely applications can be considered. **Only applicants who are shortlisted will be contacted. No enquiries will be answered.** Questions regarding the details of the position can be sent to the above-mentioned email address.

The Embassy of Switzerland never asks you to make any payments or reveal confidential information by email in relation with a vacancy announcement.

Non-Ghanaian nationals require a residence permit and work permit for Ghana.

In case of a successful selection procedure, proof of health suitability must be provided by a medical examination by the Embassy's doctor of confidence before employment. A personal/security check will also be carried out. A clean criminal record is a prerequisite for employment at the Embassy. Your willingness to cooperate is a prerequisite.

No costs incurred in connection with the application/interview can be reimbursed. In the event of an unsuccessful application, the documents submitted will be destroyed.