



JOB-DESCRIPTION Local Personnel

Swiss office abroad in:	Kathmandu	Date:	02.09.2024
Name		Degree of employment:	100%
First name (s)		Total subordinated Staff:	
Function	Political Affairs Officer	IPDM Number:	
Direct Supervisor:	Head of Mission/Ambassador	Entry into function:	December 2024
Personnel category:	Local Staff		
Requirements	<p>Expert Competence</p> <ul style="list-style-type: none"> • Master's degree with specialisation in political science, international relations, law, journalism, or other related fields; • Minimum of 3 years of relevant experience on political analysis, reporting and advising; • Good field level exposure is an added advantage; • Good understanding of the intertwinement of the political and development agendas in Nepal; • Good understanding and application of gender equality and social inclusion (GESI) mainstreaming in political analysis and projects • Excellent written and spoken English and Nepali; • Good knowledge of computer applications. <p>Methodical Qualification/Competence</p> <ul style="list-style-type: none"> • Excellent facilitation, moderation and presentation skills; • Excellent analytical report writing skills in English with ability to adapt writing style and tone to suit the target audience and purpose of the report. <p>Personal competencies</p> <ul style="list-style-type: none"> • Pronounced ability for self-reflection, and proven capacity for learning and changing the way of thinking and working. • Very pronounced analytical and conceptual thinking, and the ability to capture it in clear and logical report writing; • High degree of personal responsibility ,ability to work pro-actively and autonomously; • Ability to manage time effectively, prioritize tasks, and meet established deadlines consistently; • Focus on objectives and results, and the ability to cope with stressful situations; <p>Social Qualification/Competence</p> <ul style="list-style-type: none"> • Very pronounced ability to communicate with experience in public relations, particularly in communications for development; • Sound knowledge and understanding of the needs, processes and working environments of the national media in all its forms (print, tv, radio, social etc.); • Pronounced ability to deal with criticism and conflict; • Proven ability to work in a multicultural team. 		
Tasks and competences (activities in order of importance)		in %	job completion (independent or

		acc. to instructions)
<p>Purpose of job</p> <p>Under guidance of the Ambassador the Political Affairs Officer conducts contextual, political related analyses in an autonomous manner. He/she provides independent and unbiased information and analysis related to emerging political and social trends, and interprets their implications in relation to development cooperation in general and the Swiss programme in Nepal in particular. In addition, the Political Affairs Officer is responsible for developing, monitoring, and steering of assigned programmes/projects.</p> <p>Specific fields of activity:</p> <ul style="list-style-type: none"> • Conduct contextual, political and social related analyses in an unbiased and independent manner; • Synthesise analyses and provide quality report to the Ambassador on emerging political trends and their implications on development cooperation and the Swiss cooperation programme in particular; • 	100%	Independent
<p>Task and competences</p> <p>1. Political Reporting</p> <ul style="list-style-type: none"> ▪ Provides analysis, reports, and briefing notes to the Ambassador and updates her daily on current political affairs and on all relevant political developments in Nepal; ▪ Updates the Program Team Meeting on the socio-political context in Nepal whenever relevant; ▪ Prepares political reports which the Ambassador transmits regularly to the head office; ▪ Analyses possible implications of emerging issues and political and social trends on development cooperation, the rule of law, the respect for human rights and the space for development, and make recommendations on possible measures; ▪ Keeps track of and updates the Ambassador on the implication of political debates and discussions on GESI related issues; ▪ Leads the analysis of the political situation in the Swiss focus geographic area / Koshi Province; ▪ Assesses the political situation and makes judgments concerning the impacts of Swiss actions in Nepal on the political and development agendas; ▪ Assists the Ambassador's office with organising high level meetings and translations during such meetings; ▪ Takes a leading role in the periodic assessment of the development context (MERVs). <p>2. Support Cooperation Programme and Projects</p> <ul style="list-style-type: none"> ▪ Support Programme Officers to ensure that relevant political aspects are integrated in the planning, design and implementation of cooperation projects; 	<p>60%</p> <p>10%</p>	Independent/In consultation with supervisor

<ul style="list-style-type: none"> Contribute to the annual or periodical project and programme discussions, analyse and report on progress to the Ambassador; 		
3. Communication and Relations with Partners <ul style="list-style-type: none"> Monitor the electronic (including social) and print media, particularly the vernacular media; Support the Ambassador in her contacts and discussions with political actors. Maintain an active informal network of contacts at the federal, provincial and local levels including with political parties, parliamentarians, journalists and other relevant actors; Draft notes, background papers, talking points, speeches and other correspondences for the Ambassador; Participate in fact-finding missions and similar assignments as and when necessary; Organise media events (incl. press conferences, assisting in organising press trips, launching projects etc.) in consultation with the Embassy's Communication Manager; Maintain regular dialogue with the government and partner organisations relevant to the programmes assigned; In close coordination with the supervisor: (1) take over an active role in the development partners' coordination and harmonisation and (2) represent the Embassy in interested professional associations or other committees of international cooperation. 	20%	
4. Thematic tasks & knowledge management: <ul style="list-style-type: none"> Maintain an in-depth overview of the political, social, human rights & transitional justice sector in Nepal; Consults extensively with relevant staff in the Embassy to maintain an overview; Observe and analyse the general political, economic, social and humanitarian development with a focus on its impact on human rights & transitional justice; Ensure that the Embassy management is informed accordingly to take the appropriate measures where needed; Participate in thematic networks of Swiss cooperation and contribute in relevant networks; Identify external technical resources and use them as needed; 	10%	
Other tasks Any other tasks as assigned by the supervisor.		
Area of tasks changed	Yes No	

Signature Superior:

Signature Employee: