



Swiss Confederation
Швейцарська Конфедерація

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

Procurement Officer with engineering background

The Embassy of Switzerland within the scope of its humanitarian operations is implementing in Ukraine several programmes in the field of Health, Protection, Livelihood, Water and energy, among others. The projects are implemented by the Swiss Embassy itself or by partner organizations (NGOs, UN agencies, ICRC and Red Cross movement). The duty station is Kyiv, with occasional short missions to project implementation site in the East as required.

Job objective: As part of the Humanitarian Team at the Swiss Embassy in Ukraine, the Procurement Officer plans and manages procurement activities to support engineering and technical projects. This role involves close collaboration with engineering teams to understand project requirements and translate them into procurement plans that ensure the timely and cost-effective delivery of goods and services.

The Procurement Officer plays a critical role in supporting Swiss Humanitarian Aid operations by managing the procurement of technical goods, services, and equipment. Leveraging their engineering background, the officer applies technical expertise to ensure that all materials and services meet the highest standards of quality, efficiency, and compliance. This position requires a deep understanding of engineering principles, procurement regulations, and supply chain management best practices.

Key responsibilities include identifying and evaluating potential vendors, building strong relationships with suppliers, and maintaining a reliable database of prequalified contractors. The officer will prepare and issue tender documents, evaluate bids, and negotiate contracts, all while ensuring strict adherence to SDC's organizational policies and legal regulations. Additionally, the officer monitors the entire supply chain process, ensuring that the delivery and inspection of materials align with technical specifications.

Under the direct supervision of the Head of WASH Reconstruction, the Procurement Officer provides guidance to external consultants and oversees procurement processes. The role demands flexibility and adaptability, particularly during humanitarian emergencies, requiring frequent travel to frontline regions. The officer strictly adheres to security protocols to safeguard personnel involved in operations.

The duty station for this position is Kyiv, with regular visits to operational areas along the frontline.

Requirements for the position include:

To excel in this role, the Procurement Officer must possess a strong educational and professional foundation. A degree in engineering - such as hydraulic, mechanical, civil, electrical, or industrial engineering - is essential.

Additional certifications in procurement or supply chain management, such as CIPS (Chartered Institute of Procurement & Supply) or CPSM (Certified Professional in Supply Management), are highly desirable.

The ideal candidate should have at least three years of procurement experience, particularly in engineering-driven sectors. Expertise in vendor evaluation, tender management, and contract negotiation is critical, along with the ability to analyze complex technical specifications. A strong understanding of construction practices in Ukraine is essential, supported by an established local network of engineering and construction companies and suppliers. Experience working with humanitarian organizations, international development agencies, or government institutions will be a significant advantage. The candidate must demonstrate excellent communication, analytical, and negotiation skills, as well as an in-depth knowledge of procurement laws, industry standards, and best practices. Familiarity with sustainable procurement practices and the willingness to travel in eastern and southern regions of the country (within the limits of the security rules defined by the security service of the Swiss Embassy) as needed are additional benefits.

A pragmatic, goal-oriented mindset is crucial, particularly the ability to adapt project implementation plans to challenges such as security concerns or humanitarian needs. Effective communication skills are required, both within the organization and with external stakeholders, emphasizing reliability, commitment, integrity and a collaborative approach. Strong organizational and coordination abilities are essential, along with the capacity to remain focused and composed during emergencies or in war-affected areas.

Fluency in both Ukrainian and English (spoken and written) is mandatory.

Start as soon as possible.

We offer:

- contract limited to 12 months, renewable
- 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 31 December 2024 to kyiv@eda.admin.ch

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