



The Embassy of Switzerland in Kyiv is looking for a

National Program Officer **(full time starting as soon as possible)**

Job Objective:

Within the Cooperation Team at the Swiss Embassy in Ukraine, the National Program Officer (NPO) is working on Swiss support to Ukraine's energy sector.

Main duties and responsibilities:

- Supporting energy-related initiatives in partnership with Swiss private companies, Ukrainian authorities, and international partners.
- Contributing to strategic reflections on portfolio coherence and portfolio development. These tasks are performed in collaboration with or in support of program officers at Swiss cooperation officers located in Bern, Switzerland. Contributing to the portfolio in trade promotion, in particular its aspects relating to strengthening of SMEs competitiveness and integration into international markets.
- Representing the Embassy in relevant coordination and policy meetings.
- Accompanying the assigned projects through all stages of the project cycle (planning, monitoring, evaluating, implementing) under the strategic cycle of Swiss support to Ukraine from 2025-2028 in its Public Services strategic direction, in cooperation with the responsible program managers at head office in Bern, and colleagues from the cooperation team at the Embassy.
- Concrete tasks include (i) programme development and management in energy; (ii) programme development and management in capacity development of institutional strengthening of different stakeholders; (iii) programme development and management in private sector support through varied instruments and modalities.
- The list of specific tasks above is indicative and may be revised or amended by the Swiss Cooperation Team management. Additional tasks may be assigned in line with the Cooperation Strategy or according to tasks Cooperation Team within the Embassy is asked to perform by SECO or SDC.

Specific tasks

- Project Management
 - Initiates, designs, monitors, and steers project initiatives related to the energy sector, in collaboration with program officers located in Bern, Switzerland
 - Accompaniment and support of monitoring of energy-related initiatives in partnership with Swiss private companies
 - Ensures adequate monitoring and reporting of results, as well as management of risks relevant for projects
 - Manages project evaluations and identifies lessons learnt
 - Ensures compliance with contractual agreements, operational guidelines on project cycle management, rules and regulations
 - Closely engages with implementing partners, co-donors, authorities and other stakeholders relevant for project implementation.

- Carries out field visits including meetings with beneficiaries, project partners, authorities.
- Ensures correct and complete filing of business-relevant documentation and information
- To systematically follow up and analyse the developments in Ukraine and neighbouring countries within the domain and brief the Cooperation Team management, the Cooperation team and head office about relevant issues.
- To develop and maintain an effective network with the stakeholders involved in the Public Services strategic direction – and specifically the energy-related sector - of the Swiss support to Ukraine (e.g. government, parliament, presidential administration, municipalities, NGOs, donor organisations, sector working groups and clusters)
- To manage the portfolio oriented to achieving the set results, to monitor annual progress based on the defined indicators and to provide the respective inputs to the annual reporting of the Cooperation Team.
- To initiate and support planning and designing of new projects in the energy sector, including those in partnership with private sector actors
- To supervise / monitor / manage the projects assigned by the Cooperation team management through all stages of the project cycle, based on field visits, review of operational and financial reports, contacts with stakeholders.
- To analyze intermediate and final reports of project partner. To prepare management response letters and initiate partial or final payments in collaboration with the admin- finance department-. To prepare and negotiate projects' related agreements and contracts with counterparts and implementers.
- To negotiate and to draft agreements and Terms of Reference for fact-finding, backstopping- review- and other missions of local and international consultants within these domains.
- Prepare and attend preparatory and evaluation missions.
- To document lessons-learnt, to conduct project/portfolio evaluation and to contribute to SECO's and SDC's institutional learning, including maintaining an expertise base.
- Negotiations with partners and implementers, project monitoring and supervision, procurement and financial as well as operational supervision belong to the daily business.
- Ensure a coherent and proactive internal and external communication about the Swiss financed Cooperation and Development Program in close coordination with the Embassy's communication team.
- Exchange information with the communication officer of the Embassy to develop, draft and update the factsheets related to the domains' project.
- Coordinate the communication with local external stakeholders and ensure a good coordination with local level partners within the domain.
- Focal point for the transversal topic of climate-change within the cooperation team.

Requirements:

- Masters degree in relevant field (engineering, economics business, political science, development etc.)
- Professional knowledge in a technical field, ideally related to the energy-sector, or economics related to public infrastructure, public service management, and collaboration between the public and private sector in this area.
- Minimum 5 years experience in project management
- Experience and knowledge of development cooperation and/or multilateral instruments

- Experience in collaboration with authorities at different levels, and with private sector representatives
- Affinity for strategic reflections and policy processes
- Working experience in an embassy or an international organization is highly desirable
- Proficiency in computer application skills

Personal qualities:

- Well structured, independent, proactive, with ability to work under pressure
- Highly motivated and committed
- Good communication and analytical skills
- Proven ability to work independently with a minimum of supervision
- Excellent social competencies, ability to work in a team
- High degree of personal integrity and trustworthiness
- Fluent in written and spoken English
- Fluent in written and spoken Ukrainian (German or French is a strong asset)

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission.
- Work in a dynamic organization operating actively across the country in the fields of international cooperation, diplomacy, economic and political cooperation.
- Opportunity to contribute to the shape and direction of sizeable programs in support of Ukraine.
- Competitive salary relative to experience and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until **March 01, 2026** to kyiv@eda.admin.ch

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

Kyiv, 16.02.2025