



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 the measures to support Ukraine together with the Swiss private sector.

Main duties and responsibilities:

- Supporting the design, operational set-up of structures and implementation of the Swiss Private Sector Measures within the Swiss Country Program in support of Ukraine 2025-2028. This function is placed within the international cooperation division of the Embassy and involves extensive collaboration both within this division, as well as with the political and economic division of the Embassy for the further development of instruments to engage Swiss private companies in support of Ukraine.
- Partnership with and engagement of Swiss private companies is structured through the organization of [calls for proposals](#), which is a key task of the NPO. See: [Link 2](#), [Link 3](#) for further reference and information
- Providing support to implement the State to State Agreement signed between Switzerland and Ukraine in July 2025.
- The position entails project management of specific projects with Swiss private companies.
- providing a support function to implement further private sector-facing measures under the responsibility of the political-economic division at the Swiss Embassy in Kyiv.
- Contributing to the overall [Country Program](#) by linking the portfolios of Swiss Private Sector Measures with the portfolio of regular international cooperation, thus contributing to overall coherence and portfolio development.
- Representing the Embassy vis-a-vis private sector and public representatives, as well as in relevant coordination and policy meetings. This position entails travels within Ukraine, including to war-affected locations.

Specific tasks

- Project Management
 - Supports strategizing, design, monitoring, and steering project initiatives to engage Swiss private companies in support of Ukraine through a) organizing calls for proposals and b) providing the necessary accompaniment to implement the State to State Agreement and organizing the Technical Assistance in relation to the Agreement.
 - Ensures adequate project monitoring and reporting of results, as well as management of risks relevant for projects under the Swiss Private Sector Measures
 - Provides punctual support and fosters synergies in implementation of private sector-facing measures under the responsibility of the political-economic division at the Swiss Embassy in Kyiv

- Supports the management of the operational work with the third party mandated to monitor Swiss private sector measures; manages additional project evaluations and identifies lessons learnt.
- Ensures compliance with contractual agreements, operational guidelines on project cycle management, rules and regulations
- Closely engages with partner companies, authorities and other stakeholders relevant for project implementation
- Carries out field visits including meetings with project partners, authorities, beneficiaries
- Ensures correct and complete filing of business-relevant documentation and information
- Follows policy developments and assesses potential implications for steering
- Liaises with authorities at relevant levels of seniority
- Actively contributes to functioning coordination with multilateral partners and other donors
- Represents Embassy in relevant coordination and policy meetings
- Monitors business, policy and development context relevant for Swiss Private Sector Measures and assesses steering implications
- Provides strategic briefings and messages on context and portfolio for Embassy and HQ colleagues
- Contributes to communication products
- Actively participates in peer exchanges / Swiss Cooperation network activities
- Prepares and accompanies visits by Swiss delegations
- Proactively contributes to positive team spirit and horizontal learning
- Represent the Embassy of Switzerland in contacts with governmental and non-governmental organizations of Ukraine, development partner agencies, and other stakeholders
- Executes other assigned tasks within the scope of his/her abilities according to the operational requirements

Requirements:

- Masters degree in relevant field (engineering, political science, development, economics, etc.)
- Professional experience in international business, economics or a technical field related to collaboration between the public and private sector
- Experience in project management, preferably in a donor agency, an international NGO, or the private sector
- Experience and knowledge development cooperation and/or multilateral instruments for private sector development
- 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 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.

Note: This is a temporary position; until end of the Country Program 2025-2028. Prolongation of the position is conditional on continuation of funding for the Swiss Private Sector Measures under the Country Program 2029-2032.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until **March 15, 2026** to kyiv@eda.admin.ch

Please indicate in the subject line “National Program Officer – Private Sector 2” to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.

Kyiv, 26.02.2026