



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

Humanitarian National Programme Officer (NPO) Mine Action

The Embassy of Switzerland in Ukraine within the scope of its humanitarian operations is implementing several projects in the field of Protection, Livelihood, Mine action, Water and energy, among others. The projects are implemented by the Swiss Embassy itself or by partner organizations (NGOs, UN Agencies etc.). The duty station is Kyiv with short missions to the locations where projects are implemented.

Job objective: Under the direct supervision of the Mine Action Coordinator within Switzerland's humanitarian aid team, and in close coordination with all humanitarian and international cooperation staff of the Embassy of Switzerland in Ukraine, the incumbent contributes to the implementation, management and monitoring of the mine action project portfolio aligned with Switzerland's strategic objectives and humanitarian principles.

In this role, the incumbent will support the Swiss humanitarian mine action portfolio through a range of activities including context analysis, project cycle management, financial planning, and coordination with partners and authorities. He/she will actively represent Switzerland in relevant coordination and support the coherence with broader humanitarian and development efforts. The role also includes communication, administrative support, and other operational backstopping as needed.

Requirements for the position include:

- Education: University degree (Master's level) or comparable education;
- Several years of practical professional experience as project manager in international cooperation, in particular in humanitarian aid
- Knowledge of the full Project Cycle Management, including monitoring of interventions and financial requirements
- interest and motivation to work in support of Switzerland's cooperation programme with Ukraine;
- Previous knowledge of mine action is a strong asset;
- Experience and knowledge in dealing with humanitarian crisis situations and the instruments of humanitarian aid
- Experience in collaboration with national, regional humanitarian partners and (local) governmental authorities
- Understanding and compliance with humanitarian principles;
- Fluency in both Ukrainian and English required, including technical terms;
- Well-structured, organized, personal integrity and trustworthiness with ability to work under pressure;

- Good computer skills (excel and word, outlook, power point etc).

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 26 October 2025 to kyiv@eda.admin.ch

Please indicate in the subject line “Humanitarian NPO Mine Action” to ensure timely processing of your application. No phone calls please. Only those who are selected for an interview will be contacted.