

**National Program Officer at SECO Colombia  
with option Deputy Head of Economic Cooperation**

**EMBASSY OF SWITZERLAND IN BOGOTÁ / COLOMBIA**

The Embassy of Switzerland in Colombia - State Secretariat for Economic Affairs (SECO) is looking for an experienced development professional to assume the position of a **National Program Officer (NPO)** for its economic cooperation program in Colombia as part of Switzerland's Official Development Aid (ODA).

Key responsibilities include the management, monitoring and backstopping of the bilateral and multilateral Swiss cooperation programs/projects in the fields of **sustainable private sector development focusing on small and medium enterprises (environmental, social and governance practices), access to finance (including green financing), decent employment**, among others, as well as contributing to the development of new interventions in these areas. In addition, according to the candidate's skills, he/she could be offered to additionally perform strategic managerial tasks as **Deputy Head of Economic Cooperation**. The SECO team in Colombia consists of 4 NPOs and an assistant.

The National Program Officer reports directly to the Head of Swiss Economic Development Cooperation – SECO in Colombia. Close coordination with SECO's Headquarters in Bern will also be required.

**TASKS AND RESPONSIBILITIES**

1. Project-related tasks and responsibilities

- Portfolio description: sustainable private sector development focusing on small and medium enterprises (environmental, social and governance practices), access to finance (including green financing), decent employment, among others.
- Support and backstop the identification, concept preparation, implementation, monitoring and evaluation of the SECO-funded programs and projects in the area of private sector development and entrepreneurship.
- Follow-up on specific sectorial developments, including government reforms, that may affect the implementation of SECO programs and projects under the responsibility of the NPO.
- Support/contribute to targeted policy dialogue with the government.
- Establish and maintain regular contacts with key interlocutors in the sector, including government officials at the national and subnational level, multilateral and bilateral donors, private sector as well as local institutions/NGOs.
- Participate in donor co-ordination mechanisms and identify interventions of other donors in the mentioned fields.
- Establish and maintain regular contacts within the Embassy (incl. the other Swiss cooperation programs).
- Optional: According to the candidate's experience and skills, he/she could be offered to, in addition, perform strategic managerial tasks as Deputy Head of Cooperation. If it were the case, her/his duties and salary would be adapted.

2. General tasks and competencies

- Follow up and report on the development of political, social and economic environment in Colombia and assess its potential impact on SECO-funded programs and projects.
- Contribute to a results-based approach in project planning, monitoring and evaluation. Identify key lessons learned in relation to the preparation and implementation of SECO projects and programs and report on them.
- Contribute to the formulation of the Swiss position on issues related to the fields of competence in Colombia.
- Fulfil other responsibilities according to the needs of the Head of Swiss Economic Development Cooperation – SECO in Colombia.

## **Contractual arrangement, degree and place of occupation**

Local employment contract according to Colombian Law, limited to one year (with two month of probation). After one year, change to indeterminate term contract is possible.

Full time (Monday to Friday, 42 hours per week). Embassy of Switzerland, Cra. 9 No. 74-08, Bogotá.

**Date of employment: Tuesday October 15<sup>th</sup> 2019, or as per agreement.**

## **REQUIREMENTS**

- University degree (International Relations, Economics, Environmental Studies or similar), preferably at post-graduate level or its equivalent.
- Minimum of 5 years of professional experience, of which at least 3 years in the following areas: sustainable private sector development, decent employment, access to finance for SMEs. Work experience in the regions of Colombia is an asset.
- Experience (work or studies) abroad
- Know-how in international cooperation issues and project cycle management.
- In-depth knowledge of Colombian governmental institutions and structures, multilateral economic institutions, civil society, private sector and other important local actors.
- Capacity to work independently and to interact with a variety of local counterparts and partners at the national and subnational levels.
- Very good analytical and writing skills.
- Proactive attitude.
- Excellent knowledge of Spanish as well as English. Working knowledge of French or German is an asset.
- Availability for sporadic travel to Colombian regions.

## **APPLICATION**

Should you be interested in the position and feel to meet the above-mentioned requirements, please send:

- **Your Curriculum vitae (CV) in English**
- **Your motivation letter in English (1 page)** – clearly explain if you are interested in the NPO position only or if you also be interested and would have the skills for the Deputy Head of Cooperation tasks.
- **Essay (½ page) replying to the following question (in Spanish):** ¿cuáles considera usted que son las principales barreras e incentivos que las PYME colombianas enfrentan al adoptar buenas prácticas ASG? ¿Quiénes serían los principales socios colombianos para desarrollar un futuro proyecto de cooperación suiza?
- **Salary expectations and reconfirm start date (Tuesday 15<sup>th</sup> October) or indicate your earliest availability.**

Please send your complete application incl. all documents to [bogota@eda.admin.ch](mailto:bogota@eda.admin.ch) until **Tuesday 24<sup>th</sup> September, 2019**. Professional references, copies of diplomas and/or certificates of employment will be requested at a later stage. **Only complete applications will be taken into consideration and only short-listed candidates will be contacted.**

### **ABOUT SWISS ECONOMIC COOPERATION (SECO):**

*The State Secretariat for Economic Affairs – SECO is the Swiss federal government's center of expertise for all core issues relating to economic policy. Its aim is to ensure sustainable economic growth by putting in place the necessary regulatory and economic policy conditions.*

*SECO's Economic Cooperation and Development Division is responsible for the planning and implementation of Switzerland's economic development cooperation. The overall objective is to promote economically, environmentally and socially sustainable growth that will create new jobs, encourage higher productivity and contribute to reducing poverty and inequality.*

*In Colombia, SECO seeks to contribute to sustainable and balanced economic growth, as well as to the country's integration into the global economy as a means to reduce poverty and promote social inclusion. In its 2017-2020 country strategy, SECO focuses its efforts on three lines of action: 1) Take action on climate change by fostering integrated urban development and contribute to sustainable natural resource management, including by tackling global water challenges, 2) Improve competitiveness of sectors with potential to create productive and decent employment, and 3) Strengthen public institutions at national and subnational levels that provide effective services for all.*

*In order to ensure the effective implementation of the four-year country strategy in Colombia (2017-2020), SECO operates a country office within the Embassy of Switzerland in Bogotá. This country office is in charge of supervising the implementation of existing projects in close coordination with SECO's headquarters in Bern, identifying and preparing new projects, and liaising with local stakeholders.*

[www.seco-cooperation.admin.ch/secocoop/en/home/laender/kolumbien.html](http://www.seco-cooperation.admin.ch/secocoop/en/home/laender/kolumbien.html)  
[www.eda.admin.ch/bogota](http://www.eda.admin.ch/bogota)