



## National Programme Officer

Office for International Cooperation (OIC), Embassy of Switzerland in Egypt

Starting Date: as soon as possible

Deadline for applications: 20th April 2022

### Tasks and responsibilities

The National Programme Officer (NPO) is responsible for the activities at the Office for International Cooperation, Embassy of Switzerland in the field of gender, skill development and labor market integration This includes the following:

- Assess the context, apply political economy analysis and propose strategic entry points in line with the Swiss cooperation programme 2021-2024.
- Develop, design new projects and ensure their approval in accordance with Switzerland's cooperation programme 2021-2024 and internal regulations.
- Conduct partnerships, engage in policy dialogue, and, steer and monitor the projects operationally applying Conflict Sensitive Project Management practices and financially in close collaboration with the administration and finance team.
- Capitalize institutional knowledge by steering, conducting or supporting reviews, evaluations and other activities of the Project Cycle Management.
- Ensure timely and quality reporting
- Participation in the donor coordination and policy dialogue with the Government of Egypt related to the field of intervention.

### Requested Profile

- Master University degree (preferably in Economics, International Relations, Social and Development studies or related subjects).
- At least 6 years working experience in development cooperation preferably in skills development and gender fields.
- Successful experience in project identification, designing and formulation.
- Proven experience in project cycle management, including conflict sensitive programme management.
- Excellent knowledge of development scene in Egypt, with an existing/active network including private sector, development agencies and NGOs and governmental and international authorities.
- Excellent communication skills in Arabic and English, written and spoken; ability to work in French or German would be an asset.
- Strong motivation and ability to work in a multicultural environment, to adapt to different tasks and to deliver within given timelines.

## **We offer**

Attractive working conditions and competitive salary. Opportunity to work in an international environment.

## **Applications**

Interested candidates should submit their application with a letter stating their motivation, a detailed Curriculum Vitae and necessary supporting documents (copies of diplomas and certificates) to the Embassy of Switzerland **not later than 20<sup>th</sup> April 2022**. **Please note that the maximum size of the dossier must not exceed 5MB.**

By E-mail: [cairo.jobapplicants@eda.admin.ch](mailto:cairo.jobapplicants@eda.admin.ch)

***For non-Egyptian candidates: Must be in possession of a valid Egyptian residence and working permit.***