



National Programm Officer for Humanitarian Aid

Embassy of Switzerland in Abuja, but extensive and frequent missions to north east (Borno, Adamawa and Yobe States), Degree of employment: 100%

Tasks:

- Monitor the humanitarian, socio-economic and political context with a focus on Nigeria's north east.
- Report on the conflict dynamics, humanitarian needs and response.
- Contribute to portfolio management, including follow up on projects with partners, document progress and ensure compliance with PCM rules and regulations.
- Identify potential engagement in line with the Guidelines of SDC's engagement in Nigeria. Assist assessing project proposals, negotiating with partners, , and draft internal documents.
- Support and/or conduct research and analysis, carrying out inquiries and writing reports as directed by the Coordinator.
- Participate in field visits to engage and follow up on projects.
- Facilitate information sharing, document dissemination and ensure proper filing of important documents.
- Build and maintain effective contacts with key stakeholders through coordination and networking.
- Assist representing Switzerland in meetings, fora and events in relation to the northeast Nigeria's crisis (ICRC, UN, NGOs, CSOs and donors).
- Perform any other task as instructed

Requirements:

- Working experience and knowledge in the field of international aid and in particular humanitarian aid with a focus on food security and protection
- Previous work experience with International Organization, UN Agency, Non-Governmental Organization and Embassy or private Company
- Successful completion of University degree (minimum Bachelor), preferably in international relations, social sciences or related field.
- Good understanding of humanitarian aid and development cooperation in Nigeria
- Good analytical skills, and experience in planning, design, implementation and evaluation of programs.
- Good interpersonal skills, high sense of commitment, resistance to stress and capacity to work independently as well as in a team.
- Excellent writing skills and ability to communicate effectively both orally and in writing.
- Excellent command of English mandatory, other languages a plus.

	<p>Send all applications (Motivation letter, CV and supporting documents) to: esther.christen@eda.admin.ch</p> <p>For additional information, please contact Mrs. Esther Christen by mail.</p> <p>Application deadline: 31 May 2021 cob Start of employment: 1st July 2021 Fixed-term employment: one year contract with option of renewal</p> <p>The recruitment might include a small assessment.</p>	
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