Programme Development & Impact Coordination for South America

(Perú, Bolivia) (100%)

Location: Spain or Switzerland (must have legal right to work in CH/EU/EFTA; no sponsorship/relocation offered)

Travel: Frequent travel to Peru & Bolivia

Reports to: Impact Manager (HQ, Switzerland)

About Suyana Foundation: The Suyana Foundation is a Swiss-based NGO dedicated to sustainable, holistic development in Health, Education, and Livelihoods. By working closely with local partners, Suyana creates measurable, long-term improvements in people's lives. As the organization grows, it is expanding its capacity to bridge strategic design with practical, evidence-based implementation in Peru and Bolivia.

The Role

Suyana is looking for a motivated **Programme Development & Impact Coordinator (100%)** to help expand its portfolio and better connect strategic vision with on-the-ground implementation. You will play a key role in designing, developing, and optimizing our programmes in close partnership with their South American teams.

This cross-functional role blends strategy, project management, and impact measurement. You will work closely with Suyana's Impact Management and Programme Support teams, as well as directly with their operational teams in Peru and Bolivia.

Main responsibilities

Programme Development & Design

- Support the development, refinement and review of Suyana's existing and new programme models across Peru and Bolivia.
- Ensure Suyana's programmes are designed, monitored and adjusted based on evidence, and that learning translates into better programme decisions and credible reporting to donors and communities.
- Translate strategic priorities and programme ideas into concrete, feasible and actionable programme designs, plans and workstreams.
- Support the development and review of theories of change, results frameworks, indicators and other programme design tools
- Identify opportunities to improve, adapt or scale existing programmes based on evidence, experience and changing needs.

Programme Quality & Implementation

- Support country teams in translating strategic decisions into clear objectives, priorities, responsibilities, timelines and deliverables.
- Follow up on implementation progress, identify bottlenecks and proactively work with teams to address them.
- Provide hands-on support across programme activities, research projects, impact evaluations and other strategic initiatives
- Bring structure, momentum and accountability to complex projects and initiatives.
- Support country teams in solving operational and programme implementation challenges.

Impact, MEAL & Evidence

- Work closely with the HQ Impact Management team to ensure that programme development and implementation are informed by appropriate evidence and learning.
- Support local MEL Officers and project teams in strengthening and integrating Suyana's MEAL approaches and standards into practices
- Contribute to the planning and implementation of impact and sustainability evaluations, including assessments of longer-term programme effects.
- Support the development of research projects using Suyana's programme data in collaboration with universities and research institutions.
- Coordinate and support external evaluators, consultants and research partners where required.
- Support local teams in the use of digital data-collection and monitoring tools (KOBO Toolbox, PowerBI), including Suyana's evolving data and impact platform
- Prepare analyses, programme summaries, dashboards and presentations for management, the Board and other relevant stakeholders.
- Contribute to building a culture of evidence-based decision-making, learning and continuous improvement by facilitating workshops and review sessions.
- Strengthen community accountability and feedback mechanisms.

Your Profile

- 3–5 years of relevant professional experience in programme development, programme/project management, strategy, consulting, operations, international development, social impact, public sector, or a comparable field.
- University degree in a relevant field such as international development, public policy, social sciences, business, economics, programme management or a related discipline. Strong practical experience in international development, particularly hands-on field experience in programme countries, will be considered equally valuable to formal academic qualifications.
- Practical experience with MEL frameworks, theories of change, indicators, baselines, evaluations and quantitative and qualitative data
- Strong practical understanding of the full programme/project cycle, from diagnostics and programme design through planning and implementation to monitoring, evaluation, learning and adaptation.
- Experience in impact measurement, impact evaluations, applied research or evidence generation is an advantage
- Strong analytical and problem-solving skills with the ability to assess different options, identify priorities and structure complex problems
- Advanced proficiency in Microsoft Office (especially Excel and PowerPoint) and experience with data analysis and visualization tools, preferably Power BI or similar platforms.
- Excellent writing and presentation skills, with attention to detail and accuracy
- Experience working in an international, multicultural or multi-country environment
- Fluency in English and Spanish, both written and spoken

Competencies & Attributes

- Strong commitment to Suyana’s mission and values and passion for contributing to meaningful social impact
- Thinks about impact, resources, feasibility, efficiency, risks and trade-offs together and understands that a good programme concept also needs to be operationally viable
- Brings a pragmatic approach to decision-making and implementation and can translate strategic objectives into clear priorities and actionable plans
- Takes initiate and ownership rather than waiting for detailed instructions and identifies opportunities and develops practical solutions

- Applies a business mindset to programme design and implementation and anticipates implementation challenges and addresses them proactively
- Can work with both senior stakeholders and operational teams and communicates complex issues clearly and adapts communication to different audiences.

What Suyana Offers

At Suyana, you will be part of a purpose-driven, international team that values collaboration, trust, and personal growth. They offer a dynamic and supportive work environment with the opportunity to take real ownership and shape processes in a growing global organization. Working with Suyana means contributing to meaningful change while continuously learning from colleagues across different regions and disciplines.

What you can expect:

- Frequent travel time to Suyana's project teams in Peru and Bolivia (~50-70% of worktime)
- Regular field visits to Suyana's project countries, allowing you to engage directly with their teams and beneficiaries and gain a deeper understanding of context-specific and cultural dynamics within the philanthropic sector
- Opportunities for professional development
- Competitive NGO-sector compensation

Important details regarding your application:

Join Suyana's mission to empower people and communities sustainably and become part of their social vision.

cinfo has been mandated by Suyana Foundation to conduct this recruitment. Applications can only be submitted via the **"Apply" button** in this vacancy on cinfoPoste; applications sent by email or other channels cannot be considered.

Please submit:

- your CV;
- a motivation letter setting out why this founding role fits you;
- Optional: Work certificates, diplomas and university credentials (as PDF) uploaded under the section "documents".

Application deadline: 30 October 2026

For **questions regarding the content of the position**, please contact **HR-Schweiz@suyana.ch**.

For questions about the position or the recruitment process, please contact Caroline Johnigk, cinfo: **recruitment@cinfo.ch**