



ADVENTISTISCHE ENTWICKLUNGS- UND KATASTROPHENHILFE | SCHWEIZ  
AGENCE ADVENTISTE D'AIDE ET DE DÉVELOPPEMENT | SUISSE  
ENTE AVVENTISTA DI SOCCORSO E DI SVILUPPO | SVIZZERA  
ADVENTIST DEVELOPMENT AND RELIEF AGENCY | SWITZERLAND

GUBELSTRASSE 23  
POSTFACH 5126  
CH-8050 ZÜRICH  
TÉL. +41 (0) 44 515 03 10  
FAX +41 (0) 43 300 21 12  
info@adra.ch  
www.adra.ch  
POSTCHECK 80-26526-3

Zürich, January 2016



**ADRA Switzerland**, Adventist Development and Relief Agency, implements projects in the area of Humanitarian Aid and Development Cooperation. The legally independent organization is certified by the association for non-profit organizations (ZEWO). The certification of ZEWO guarantees the transparent and designated use of donations. ADRA Switzerland is partner of Swiss Solidarity. ADRA supports needy people regardless of their political or religious opinion, their ethnic background or gender.

In order to enhance our team in Zürich, we are employing a competent person as of 01.03.2016 or earlier for following position:

## Project Coordinator (100%)

### Job Description

As staff of our office in Zürich you take responsibility for project management in Africa. The position involves the management of projects from the planning phase through the completion including reporting. Apart from that the positions responsibility is to maintain relationships with current institutional donors and seek new funding resources. Further responsibility is the participation in professional meetings where the interests of ADRA Switzerland are represented. You are familiar in donor relations, maintaining these and establishing relations to new partners.

### Profile

You have completed studies (Bachelor, Master's degree) in International Social Science, Politics, Sociology, or any comparable discipline dealing with humanitarian aid and development cooperation. You have the ability to manage projects throughout the entire project cycle. You are familiar with the tool PCM (Project Cycle Management). Developing budgets and overlooking these are integral part of the job. You are familiar with communicating with donors and maintaining relationships. You are experienced in the use of MS Word, MS Excel and Outlook. This position requires a motivated and communicative person with analytical capabilities, who can work independent as well as in a team. You are fluent in German, English and French, orally as well as in writing.

### Opportunity

ADRA offers you an exciting and interesting task in a young and dynamic team. It is a meaningful task within the area of Humanitarian Aid and Development Cooperation. We seek an engaged and determined person, who is interested in shaping our response to the neediest in the world.

We hope we raised your interest and you feel you are suited for this position. For further information please contact Mr. Mike Perekrestenko, Executive Director, at 044 515 03 10.

Applications should be sent to:

**ADRA Schweiz** | Postfach 5126 | 8050 Zürich | Telefon: 044 515 03 10 | info@adra.ch | www.adra.ch