



Doing the right thing. We are active in Switzerland and 20 countries on four continents. Join us with a commitment to help us bring about a more caring society, as

Proposal writer (80-100 %)

Caritas Switzerland is a leading organisation in the field of development cooperation and humanitarian aid. Our primary goal is to fight poverty. Our International Cooperation (IC) programmes focus on income generation, climate change and migration. We are active in 20 countries. The Acquisition & Compliance Unit is responsible for funding of new projects, as well as ensuring that these projects are implemented in accordance with donor requirements and international standards. The proposal writer supports the acquisition efforts of the unit in developing and writing project proposals for various national and international donors

Your duties

- Conceptual development of project proposals, incl. drafting the intervention logic, "logical framework" in direct cooperation with the respective country organisation
- Structuring the content of project proposals to ensure the logic of the argumentation and the coherence of the information
- Stylistic preparation and writing of project proposals in line with the donor wording and thematic focus, as well as with general comprehensibility
- Incorporating the country- and thematic expertise of Caritas Switzerland into the project proposals in coordination with internal experts
- Leading and facilitating workshops and processes within the framework of the preparation of project proposals
- Exchange with consortium partners (international / local) during project preparation, e.g. gathering information, coordination of activities

Our requirements

- University degree with proven knowledge in one or more of the following areas: International cooperation, fundraising, communication, marketing
- Expertise (in theory and practice) in one or more of Caritas Switzerland's core fields of action: climate change, income, migration
- Experience in managing and implementing projects in international cooperation, as well as in humanitarian aid, ideally with relevant experience abroad
- In-depth knowledge of actors, contexts and approaches in international cooperation (PCM, logframe)
- Very good language skills in English and French (obligatory), language skills in German and other languages are an advantage
- High level of written communication skills, as well as expertise in writing texts appropriate to different addressees
- Good organisational skills and ability to work efficiently and accurately under time pressure
- Readiness for travel assignments (4-6 per year) to partner countries of Caritas Switzerland

Your place of work will be Lucerne (with the option to work remote), regular travel
Starting date: 01.02.2022 or as agreed upon.

Contract duration: 1 year with option of extension

Caritas offers attractive working conditions and an open working atmosphere in an international field of activities.

For further information please contact:

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Thank you for your interest. We look forward to receiving your job application by 16 January 2022 latest through our web portal.

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www.caritas.ch

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