

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is represented in 38 countries with over 1200 employees. The foundation is headquartered in Zurich, Switzerland.

Our seven-strong **acquisition team at the head office in Zurich** is responsible for providing professional support and guidance to our bid managers in the field offices. We monitor the pipeline, provide strategic input for the further development of the portfolio and coordinate, review and finalize concrete offers according to internal organizational criteria and the requirements of the contractors. We are looking for a new team member **immediately or upon agreement** as

Business Development Advisor (60% - 100%)

Tasks

- Advising and supporting the development of the project portfolio, preparation of technical and especially financial bids, and selection of partner organizations.
 - Main responsibility: **Global project tenders for projects managed from Switzerland**
 - In addition, regularly assisting colleagues for other project tenders worldwide
- Advise of the bid managers, control and quality assurance as well as monitoring of the deadlines for the preparation of offers for project tenders
- Review of financial offers and budget adjustments
- Contract review according to legal and organizational criteria; contract preparation for the cooperation with partner organizations
- Assessment of financial and legal risks of pipeline projects
- Coordination between the various departments (e.g. Finance, Controlling, Compliance) and the thematic experts
- Internal knowledge management, promotion of internal exchange of experience and "Best Practices and Learnings" and its documentation
- Active participation in the further development of tools relevant for the acquisition (bid plan, statistics, etc.)

Requirements

- Relevant professional experience in business development, project acquisition or public tenders
- Higher education in relevant fields (e.g. economics, BA, international management, law)
- Working experience with SDC, SECO or another development organization is an advantage
- Interest in international development cooperation
- Excellent language skills in English and good language skills in German; in addition, good language skills in French and/or Spanish
- Skilful use of Excel and good knowledge of the MS-Office 365 applications
- Fast comprehension for quick familiarization with the various topics
- Ability to prioritize under high load/time pressure, to deliver qualitatively and quantitatively good results and to alternate between different tasks

- Analytical and quick thinking and decision making
- Professional and goal-oriented communication skills in a multicultural context and with different target groups
- Willingness, pleasure and ability to work in the team and with changing team constellations
- High service orientation and reliability as well as performance and result orientation

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents in English or German: letter of motivation, curriculum vitae, diplomas and references. Please apply exclusively via the [online application portal](#). **Application deadline is January 15, 2021.** For further information please visit www.swisscontact.org.