

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. For our Latin American and USAID portfolio, we are looking for a new team member **immediately or upon agreement** as

## **Business Development Advisor for Latin America and USAID (80% - 100%)**

### **Tasks**

- Advise and support of the **Latin America and Caribbean region** in the development of its project portfolio, in the development of technical and especially financial offers as well as in the selection of partner organizations
- In close cooperation with the Key Account Manager: Consulting and support of **all offers worldwide for public donors from the USA** (in particular USAID)
- Coordination between the Key Account Manager for US donors (based in Washington D.C.), and the Head Office in Zurich
- Advise of the bid manager, 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
- Relevant work experience with or in the USA, knowledge of legal agreements or tendering procedures in the USA; experience with USAID is an advantage
- Higher education in relevant fields (e.g. economics, BA, international management, law)
- Interest in international development cooperation

- Excellent language skills in English and good language skills in Spanish; in addition, good language skills in German and/or French are an advantage
- 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
- Residency in Switzerland or willingness and availability to travel regularly to Zurich

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](http://www.swisscontact.org).