

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland, and operating in over 35 countries across Africa, Asia, Eastern Europe, Latin America and the Middle East. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner

For our People & Culture (P&C) Department – with offices in Bern and Zurich – we are seeking a motivated and empathetic P&C professional to join our team in the **Zurich** office **starting January 2026 or by mutual agreement**.

P&C MANAGER & YOUNG TALENT DEVELOPMENT (F/M/D) 60 -70%

If you thrive on empowering others, enjoy working across cultures, and love mentoring emerging talent, this role offers a unique opportunity to make a meaningful impact.

As P&C Manager & Young Talent Development, you will:

- Provide HR support and guidance to colleagues across the International Program (IP) Department, including expatriates abroad.
- Guide apprentices, trainees, and young professionals as they take their first steps into working life.

You will join a diverse, collaborative team that combines international and specialist expertise with a warm, supportive spirit—we genuinely enjoy working together. In this environment, your ideas and experience truly matter, and we look forward to seeing how you can enrich our team.

YOUR MAIN TASKS

P&C Management – IP (International Program) Department:

- **Provide professional HR consulting** to line managers and employees on a wide range of People & Culture matters (e.g. conflict management, health management, acting as a trusted advisor).
- **Support engagement initiatives** such as employee surveys, fostering a positive, productive, and healthy work environment.

Young Talent Management:

- **Apprentice & Trainee Coordination:** Serve as vocational trainer (Berufsbildner:in) for KV apprentices, overseeing training plans, departmental rotations, performance assessments, and mentoring. Ensure smooth implementation of the KV reform 2023 across Helvetas' training units.
- **Program Development & Management:** Oversee the recruitment, development, and onboarding of apprentices, JPOs/Trainees, and interns in Switzerland and abroad. Further develop Helvetas' Young Talent portfolio, including collaboration with universities and programs such as HAFL, NADEL, ETH4D, and the SDG Mercator Program.

YOUR QUALIFICATIONS

- Bachelor's degree in business administration, psychology, or a related field, or a commercial apprenticeship with advanced HR training
- Minimum three years of HR experience, ideally in HR consulting and/or talent development; international HR experience is a plus
- Good knowledge of Swiss labour law, HR regulations, and labour market trends
- Experience in coordinating apprentices, trainees, or internship programs is a strong advantage
- Strong interpersonal and social skills, including coaching, active listening, conflict management, and intercultural competence
- Proactive, flexible, and curious, with excellent communication and collaboration skills, empathy, and a sense of humour
- Interest in international development cooperation and working with multicultural teams
- Passion for HR, talent development, and supporting the next generation of professionals
- Fluent in German and English; very good knowledge of French or Spanish is an asset

OUR OFFER

At Helvetas, you will be part of a purpose-driven organization where your work creates meaningful global impact. We foster a caring and collaborative culture built on trust, flexibility, and accountability. You will grow in a professional environment that values integrity, empathy, and continuous learning. → **We care. We commit.**

We offer you an interesting challenge in a motivated team with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Zurich.

READY TO APPLY?

Please submit your complete application (motivation letter, CV, and certifications) via our [online portal](#). For any questions related to this position please contact Kalyani Vercammen, Talent Acquisition Manager, Tel. +41 44 368 65 81, or visit our website www.helvetas.org.

Kindly be aware that the contract will be based on Swiss terms. Due to Swiss work permit restrictions, only applications from Swiss nationals, EU citizens as well as current work-permit holders for Switzerland can be considered.

To learn more about Helvetas and our mission & vision, visit our website <http://www.helvetas.org>
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