



HEKS/EPER Swiss Church Aid is the aid organisation of the Protestant Churches of Switzerland and has its headquarters in Zurich/Switzerland. HEKS/EPER works towards a more humane and more equitable world, assisting people and communities to overcome economic, social or humanitarian disparities in order to gain autonomy and to live with dignity both in Switzerland and abroad. Therefore, HEKS/EPER engages in development cooperation, humanitarian aid and church cooperation. HEKS/EPER has its own coordination offices in presently 19 key countries and around 200 projects world-wide. HEKS/EPER is a member of the ACT Alliance.

The Church and Development Cooperation in Eastern Europe is active in Romania, Hungary, Ukraine, Serbia, Kosovo and Slovakia and aims at social inclusion of vulnerable groups, in church contexts also at strengthening church life, and fostering relations between partner and Swiss churches.

HEKS/EPER is looking to recruit a strong candidate to fulfil the role of

Junior Programme Officer (JPO) for Church and Development Cooperation in Eastern Europe (80-100%)

Duty station: HEKS/EPER in Zurich, Switzerland
Start of employment: As of 1 March 2019, or upon agreement
Employment duration: Term fixed to up to two years of employment

Main tasks:

- Assistance to programme work: Progressively assuming desk officer responsibility within the framework of PCM (coaching by desk officer)
- Co-responsibility (with desk officer) for specific projects, further development of project work
- Support in project cycle management tasks: Assistance with project proposals, revision of project reports, support in budgeting, financial controlling and financial reporting
- Writing applications and reporting to back-donors
- Revision of factsheets, presentations and PR material
- Support in organizing project presentations and project visits for Swiss congregations

Required profile:

- University Master or equivalent technical degree
- Showing strong interest for international cooperation
- Interest in thematic field of social inclusion and in working both with NGOs and church-related partners
- Sensitivity to religious issues and willingness to work with church-based partner organisations.
- At least one year (cumulated) of field work experience, preferably in Eastern / Southeast Europe
- First experiences in programme/project management (including controlling, budgeting and audits)
- Excellent knowledge of English, German (oral and written) and working knowledge in French, good communication skills
- Team-player, performance under pressure, initiative and pro-active personality
- Digitally fluent and mastering the usual IT tools

Our offer:

- An interesting position in a dynamic environment
- Coaching by competent staff members
- An engaged and competent team
- A modern work place in Zurich

HILFSWERK DER EVANGELISCHEN KIRCHEN SCHWEIZ

Hauptsitz
Seminarstrasse 28
Postfach
8042 Zürich

Tel. 044 360 88 00
info@heks.ch
www.heks.ch
PC 80-1115-1





The first-round interviews will take place between 29 and 31 January 2019.

Please send your complete application at latest **until 20 January 2019** to HEKS/EPER (jobs@heks.ch).
Marc Zoss, Head of Asia/Europe Department is at your disposal for further information (marc.zoss@heks.ch).

More detailed information on HEKS/EPER see www.heks.ch.