

International Project Manager

Suyana Foundation is a private non-profit, politically independent and denominationally neutral organization established in 2003 in Switzerland. Our vision is to empower people and rural communities sustainably. In Bolivia and Peru, we achieve this through implementing our own integrative programme. In Switzerland, as well as in other focus countries, we cooperate with partners for specific projects. Our newest collaboration, in line with Suyana's expansion, is situated in Eastern Africa.

To achieve our growth ambition, we are looking for an **International Project Manager** (preferably 100%) with a focus on supporting the growth of our international community development programmes in Africa. This position is based in our headquarter in the centre of Zug, Switzerland, reporting to the Head of International Partner Projects, with frequent travel to project areas in Africa.

General roles and responsibilities

- Support the management and development of existing international partner projects
- Manage and develop current impact measurement and management tools to further improve our current development projects
- Independent and accurate project administration: preparing and updating project documentation, monitoring and financial controlling of projects
- Support country/context analysis as a basis for decision-making regarding possible new project countries or for the expansion of existing partnerships
- Responsibility for building and maintaining good relationships of trust with project partners
- Regular (monitoring) travels to project countries
- Writing news texts for the website and social media in consultation with the social media/marketing team, writing texts for the website
- Other tasks depending on interest and according to the organisation's expansion

Skills & qualifications

- A passion for community development and international cooperation
- Sensible to Suyana values
- Proactive and reliable personality who is comfortable with a lot of autonomy
- Down-to-earth and enjoy working in teams
- Master's degree or equivalent training in a development cooperation or related area.
- 2 - 3 years of work experience acquired in project management, international development or similar (preferably including working in a development context)
- Experience in planning, implementation, monitoring and evaluation of development projects
- Excellent analytical, problem solving and communication skills
- Fluency (verbal and written) in English, good knowledge in German is preferable, any additional language is an asset
- Very good IT skills in MS-Office
- Swiss/EU passport or valid Swiss work permit
- Physical and mental resilience and willingness to travel to developing countries

What Suyana offers

In an exciting expansion phase, we offer a space for your own ideas. An open atmosphere for discussions, high level of responsibility and attractive compensation are essential elements of our corporate culture. You can expect a highly motivated, young team of experts from various fields and a position with long-term development potential.

Join our mission in empowering people and communities sustainably and become part of our social vision! We look forward to receiving your application in English by email to hr-schweiz@suyana.ch. For questions regarding this position, please contact chiara.borner@suyana.ch.