



International Blue Cross (IBC)

IBC looks for a committed and innovative professional who wants to work within a Christian value-based organisation in the position of:

Programme Officer (30%)

Organisation overview

[International Blue Cross \(IBC\)](#) is a politically and denominational independent non-governmental umbrella organisation that brings together 37 national Christian value-based organisations in Africa, Asia, Europe and Latin America. IBC and its members work with some of the most excluded and vulnerable people in the world. IBC is a specialist in tackling alcohol and other drug-related social and development issues through prevention, treatment and aftercare programmes.

In addition to implementing international development and cooperation programmes, IBC is involved in alcohol policy lobbying and has consultative status at the UN ECOSOC. The international team coordinates projects and advises our national partner organisations worldwide in the implementation and financing of the projects. IBC is ZEWo certified and a member of the Community of Cooperation [KoGe](#) and [INTERACTION](#).

Job description

As Programme Officer you are based in Bern and you will:

- In collaboration with the other IBC Programme Officers, assure day-to-day programme management for selected international development and cooperation programmes with a focus on prevention interventions for youth through Life Skills and Peer Education in Eastern Europe and Africa;
- IBC has a new prevention programme starting in **Poland and Romania** and your main task will be the project management of these two projects;
- Establish and maintain structures and instruments for planning, implementation, monitoring and evaluation of progress against plans within the PCM framework;
- Develop and submit timely and high-quality project reports;
- Coach local project coordinators and teams (in-person and online coaching)
- Organize tailor-made training for good quality life skills programme delivery;
- Identify and assess the risks associated with programme activities and take appropriate action to control the risks;
- Maintain effective working relationships with institutional donors and ensure that reporting requirements are met;
- Support the Finance Officer in basic finance administration and accounting tasks;
- Support the Fundraising and Communication team by providing programme insights, prospect donor contacts and concepts for funding applications;
- Carry out any other tasks as required for the smooth running of IBC.

Job requirements

- University degree in a relevant field;
- Working experience in international cooperation, preferably field experience with grassroots organisations;



- Excellent know-how in results-based management and PCM;
- Excellent skills in coaching project partners and aggregating data;
- Fluent in English (French and German would be a plus);
- Excellent communication, social and networking skills;
- Commitment to work within a Christian value-based organisation;
- Driven to support the capacity building of partners to assist vulnerable people and to work with the issue of alcohol and other drugs;
- Team spirit, proactive and solution-oriented;
- Capable of working in a multi-cultural environment. Honest and trustworthy, precise and organized;
- Must have a valid permit to work in Switzerland.

We offer among other things:

- Interesting and varied activities in an international environment with many opportunities to be proactive
- A motivated and committed team
- Flexibility in working arrangements
- Fair remuneration

This position depends on continued project funding. The duration of the contract will be from 1.4.2024 until 31.3.2025 but might be extended if funding is secured.

Recruitment process

If you are interested in driving our international development work to strengthen vulnerable youth, we are looking forward to receiving your complete electronic application with CV and motivation letter in English including academic and work certificates in English, French or German by **17th March 2024** at office@internationalbluecross.org, with the subject "Programme Officer".

Shortlisted candidates will be invited to take a written online assessment on **19th or 20th March**. Based on the assessment, selected candidates will be invited to an interview on Tuesday, **26th March 2024**.

For further information please contact Senior Programme Officer Flavia Ganarin:

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www.internationalbluecross.org

