

## **International Blue Cross (IBC)**

IBC looks for a committed and innovative professional who wants to work within a Christian value-based organisation for a **Maternity Leave Cover - 6 months from 1.8.2019 - 31.1.2020:**

### **Programme Officer (60%)**

#### **Organisation overview**

International Blue Cross (IBC) is a politically and denominational independent non-governmental umbrella organisation that brings together 40 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 on tackling alcohol and 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 a 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 member of the cooperation network of Bread for All and Interaction.

#### **Job description**

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

- Assure day-to-day programme management for selected international development and cooperation programmes (focus on prevention interventions for youth through life skills & peer education in Chad, Congo Republic and Togo) as well as responsibility for overseeing project finances
- Establish and maintain structures and instruments for planning, implementation, monitoring and evaluation of progress against plans within PCM framework
- Develop and submit timely and high-quality programme reports and programme proposals
- Coach local programme coordinators and teams (online coaching). Organise trainings to develop capacities of implementation partners
- Identify and evaluate the risks associated with programme activities and take appropriate action to control the risks
- Implement gender mainstreaming approach within IBC development programmes
- Develop and foster collaboration and policy work with responsible authorities, governments and NGOs at country level and in international forums
- Represent IBC and actively participate in inter-agency forums and thematic working groups with partner NGO's and institutional donors
- Maintain effective working relationships with institutional donors (Swiss and international) and ensure that reporting requirements for development and cooperation programmes are met
- 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 development and cooperation, preferably with field experience (Africa) with grassroots organisations
- Excellent know how in result-based management and PCM
- Excellent skills in coaching project partners and aggregating data

- Fluent in French, English and German
- Excellent communication, social and networking skills
- Commitment to work within Christian value-based organisation
- Driven to support capacity building of partners in order to assist vulnerable people and to work with the issue of alcohol and other drugs
- Team spirit, commitment, and flexibility. Independent, 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 (no sponsorship needed)

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 work arrangements

### **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 and with academic & work certificates in English, French or German by **22<sup>nd</sup> of April 2019** at [office@internationalbluecross.org](mailto:office@internationalbluecross.org), with subject “**Maternity Leave Cover - Programme Officer**”.

**Shortlisted candidates will be invited to take a written on-line assessment during the week 18 (29 April – 2 May 2019). From these finally shortlisted candidates will be invited to an interview on Monday, 27<sup>th</sup> of May 2019 at the IBC Office, Lindenrain 5a, 3012 Bern.**

For further information please contact Programme Officer Flavia Ganarin:  
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**[www.internationalbluecross.org](http://www.internationalbluecross.org)**

