

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our International Programmes Department based in Zurich and Bern, we are looking for a dynamic, innovation-oriented personality to join our organization as per March 2023 or upon agreement.

HEAD STAFF (F/M/D) 80-100%

The International Programmes (IP) Department in Helvetas is responsible for the global portfolio of programmes and projects in more than 30 partner countries. The Head Staff function is a new function in the Department.

YOUR MAIN TASKS

As the Head Staff, you work in close coordination with the two IP Directors, you are an active member of the IP Management Team and you lead a small team of staff functions.

You ensure:

- Effective and efficient IP management systems and processes are in place. This includes review, further development and application of systems and processes for strategic and annual planning, organisational monitoring (using key performance indicators) and progress reporting (quality annual reporting)
- IP priorities and specific workstreams are proficiently managed and progress according to plan through effective guidance of the respective coordinators: Safety & Security Risk Management, ICT4D (Information and Communications Technologies for Development), Partnership relations etc.
- Interdepartmental projects are progressing through a well-coordinated involvement, contributions and sometimes initiation and lead role by IP colleagues. This includes active contribution and close collaboration with other departments in view of the ongoing digital transformation in the organisation.

YOUR QUALIFICATIONS

- Masters or post-graduate degree in Management/Business Administration or related field
- At least 6 year experience in Development Cooperation
- Experience in digital transformation preferably in the development sector
- Good analytical skills, strategic thinking and conceptual capacities
- Proven track record in leading internal projects requiring participatory leadership skills
- Excellent competencies in facilitation, participatory planning, logical frameworks, monitoring and assessment methods
- Engaging, dynamic, innovation-oriented personality with a good level of personal resilience and the ability to set priorities.
- Strong communicator with sensitivity for cultural and gender issues
- Fluent in English and German/French

WE OFFER

Attractive working conditions in small teams and a multicultural setting, workplace in Zurich or Bern (close to the main stations).

We look forward to receiving your complete application including motivation letter, CV, work certificates and diplomas by December 11, 2022. Please send your application via our [online recruiting portal](#).

For additional information, please contact Susy Chapanduka, Recruiting Manager (+41 44 368 65 93) or susy.chapanduka@helvetas.org or visit our website www.helvetas.org.