

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland, and operating in over 35 countries across Africa, Asia, Eastern Europe, Latin America and the Middle East. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our **International Programmes** team, we are looking for a Business Project Manager (limited 2-year contract, with option for extension), to be **based in Zurich or Bern**, starting on December 1, 2025, or upon agreement.

## BUSINESS PROJECT MANAGER (80%–100%)

With the rollout of our new Project Management Platform (PMP) within Ojanda (MS Dynamics), we are digitizing Helvetas' core processes. As Business Project Manager, you will co-lead the implementation and continuous improvement with a focus on standardization and data quality. Your hands on expertise in International Cooperation combined with your strong project management and stakeholder skills will be key to driving our digital transformation.

### YOUR MAIN TASKS

#### Product ownership & roadmap

- Act as business product owner for PMP, translating operational needs into functional requirements, managing the application roadmap, and ensuring alignment with organizational priorities.

#### Stakeholder engagement & communication

- Work closely with country offices, thematic teams, and departments to align priorities, foster shared ownership, and ensure clear communication.
- Facilitate workshops and collaborative design sessions, and provide transparent updates on milestones, progress, and challenges.

#### Collaboration with IT & partners

- Coordinate with IT, external providers, and internal teams to ensure solutions meet both business and technical requirements.
- Oversee system integration, licensing, and compliance.

#### Training & adoption

- Lead onboarding and training by developing user-friendly materials, coordinating rollouts, and fostering peer learning through PMP champions and focal points.
- Drive organizational adoption with tailored change management strategies and embed agile ways of working.

#### Continuous improvement & additional projects

- Ensure scalability, usability, standardization, and data quality across diverse contexts.
- Contribute to additional digitalization or internal projects as needed.

## YOUR QUALIFICATIONS

- Degree in International Development, Business Administration, Finance Management, or a related field; certification in Project Management or Digital Transformation is an asset
- Proven experience as a Business Application owner in an enterprise environment, with expertise in MS Dynamics, MS Power Platform, and business process management
- Strong expertise in solution and data governance, project cycle management in international development, and change management across diverse cultural context
- Ability to translate complex business processes into clear, functional requirements
- Excellent facilitation, analytical, communication, and problem-solving skills, familiarity with agile methodologies
- Fluency in English; French, German, or Spanish is an advantage

## OUR OFFER

At Helvetas, you will be part of a purpose-driven organization where your work creates meaningful global impact. We foster a caring and collaborative culture built on trust, flexibility, and accountability. You will grow in a professional environment that values integrity, empathy, and continuous learning. → **We care. We commit.**

We offer you an interesting challenge in a motivated team with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Bern/Zurich.

## READY TO APPLY?

Please submit your complete application (motivation letter, CV, and certifications) via our [online portal](#). For any questions related to this position please contact Amie Heath, Operations Manager, [amie.heath@helvetas.org](mailto:amie.heath@helvetas.org) or 44 368 67 02, or visit our website [www.helvetas.org](http://www.helvetas.org).

Kindly be aware that the contract will be based on Swiss terms. Due to Swiss work permit restrictions, only applications from Swiss nationals, EU citizens as well as current work-permit holders for Switzerland can be considered.

To learn more about Helvetas and our mission & vision, visit our website <http://www.helvetas.org>  
Connect with us on LinkedIn: [Helvetas LinkedIn Page](#) and Follow us on Instagram [@Helvetas\\_ch](#)