

Helvetas is an organisation specialised 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 Eastern and South Eastern Europe team based in Berne we are looking for a Market Systems / Youth Employment Expert to join our organisation as per July 1, 2020 (with possible 2-3 months flexibility).

REGIONAL COORDINATOR AND SENIOR MSD ADVISOR (100%)

The employment is subject to approval of a project mandate by a donor, which necessitates investments into further regional capacities.

YOUR MAIN TASKS

You will work as part of a dynamic team that is in several projects across Eastern and South Eastern Europe, with a small Regional Management Unit in Berne and Belgrade, reporting to the Regional Directors. You will take an active role in our effort to apply a system (MSD/M4P) approach to development across our portfolio, particularly in 'inclusive economic and labour market development'.

This includes strategic and technical backstopping of projects and capacity building of teams with frequent travels to partner countries; supporting project managers and their teams in planning and implementation along project cycle management (including also monitoring); conducting research and analysis on relevant topics; conducting and organising strategic reviews and evaluations; leading on/contributing to knowledge management and learning within the region and wider organisation/development community; coordination of further technical inputs required by projects and ensuring consistency with a systems/MSD approach.

As part of the Regional Management Unit you will also take on administrative and managerial tasks for an assigned portfolio of projects, including financial management and supervision, client and partner relationship management, procurement, HR management and coordination of other organisational processes and requirements. You will also support the Regional Management Unit in further business development, such as leading on or contributing to project acquisition, or networking and representation.

YOUR QUALIFICATIONS

We are looking for an open-minded professional. A curious and eager character who encourages and supports ideas, who develops and promotes a culture of quality and performance and who motivates others to take responsibilities in achieving a shared vision. A person who understands her/his role as enabler and facilitator for learning and innovation and is concerned about defining and leading best-practice processes.

We strongly encourage the application of women and people of non-binary gender identity.

Minimum criteria are:

- An academic degree (Master or equivalent) in economics, development studies or similar social science
- At least 8 years of relevant work experience in development, particularly the field of economic and labour market development
- An excellent understanding of the Market Systems Development (MSD) / Making Markets work for the Poor (M4P) approach with experience in its application to different sectors and contexts
- An excellent understanding of related tools and methods, including the DCED Standard for Results Measurement and research methods and the ability to advise others in the use of these
- You offer proofed managerial courage: authentic personality, able to take difficult decisions, enabling others and fostering teamwork, cooperation and knowledge sharing and competencies in coaching/consulting, training/capacity building and analytical & strategic thinking
- Experience in results-oriented Project Cycle Management
- Excellent communication in English (spoken and written) with a proven record in publications and reporting and delivery of trainings
- Knowledge of an Eastern European language is of advantage – so is working experience in the region

OUR OFFER

We offer you an interesting challenge in a motivated team with attractive working conditions. A modern workplace in a multicultural setting in the city centre of Berne.

The expected start of the assignment is subject to the successful approval of an ongoing tender.

We look forward to receiving your complete application including motivation letter, CV, work certificates and diplomas by May 31, 2020 via our [online recruiting portal](#). For further information please contact Matthias Herr, Regional Director for Eastern and South Eastern Europe, Matthias.herr@helvetas.org, Tel. +41 31 385 1013, or visit our website www.helvetas.org.