



August 2022

Program Manager for Learning Societies Portfolio





About the Jacobs Foundation

Headquartered in Zurich, Switzerland, the Jacobs Foundation is one of the world's leading foundations in the field of child and youth development. Established by entrepreneur Klaus J. Jacobs and his family in 1989, we commit an average annual budget of CHF 55 million to support research and programs in the fields of learning and child and youth development.

For more than 30 years, we have devoted ourselves to promoting child and youth development all over the world. With the complex social changes taking place in the world today, education is becoming increasingly important for success in life. Through our activities, we identify important issues and societal needs in education and learning. Together with our partners we seek to find innovative ways to promote learning and child development, and to facilitate social change and lasting impact.

Our projects span a range of activities, including research on individual learning and education and technology, facilitating the sharing of best practices, collaborative efforts to eradicate child labour, research fellowships, and a major international conference.

The Learning Societies portfolio aims to create trustful and dynamic multi-stakeholder communities in target geographies who are generating and using evidence, mobilizing resources, and continuously improving their system with effective programs, policies and practices.

The Role

Position: Program Manager Learning Societies Portfolio

Location: Zurich, Switzerland

Workload: 80 – 100 %

Duration: Permanent contract

Key Responsibilities

- Coordinative lead for two out of four focus countries, developing deep working relationships with in-country teams to ensure strategic alignment and operational efficiency
- Conceptualize new projects and initiatives incl. conducting analysis, and drafting thought pieces on topics relevant to the Societies portfolio
- Management and administration of projects, incl. proposal development and management, preparation of contracts; invoice and budget controlling; review of program progress and financial reports
- Organization of meetings and events, travel planning and events (internal and external)
- Represent JF and the Societies Portfolio in meetings, both internal and external
- Synthesize and share learnings with internal colleagues and external partners

Qualifications and Experience

- Bachelor's degree in a humanity or a social science
- Min. 3 - 5 years work experience, preferably in child and youth development, education, and learning is an advantage
- Knowledge and experience in education policy as well as working experience in either Ghana, Ivory Coast, Switzerland, Colombia/Brazil is a plus
- Experience in coordinating and managing partnerships, and programs
- Confident and engaging verbal communicator
- Strong strategic and project management skills incl. financial planning and controlling
- Ability to synthesize and analyze large amounts of information and to simplify complex concepts
- Practical and efficient at getting things done, also under pressure, and with attention to detail
- Independent and result-oriented workstyle
- At ease with MS Office, data management and project management tools, eg Abacus or Planview
- Excellent command of written and spoken English, plus German, French and/or Spanish

What the Jacobs Foundation offers

- A dynamic, international, and highly supportive working environment with a meaningful purpose
- Attractive employment conditions
- The opportunity to contribute to the Foundation's investment in the future of young people by transforming learning and education worldwide
- Working as part of a small, cohesive team in a beautifully located historic building in our Zurich office



How to apply

Before applying, please check that you can answer yes to the following questions:

- Do you meet the requirements and have the needed experience?
- Are you an EU National or have a Swiss work permit and are willing to work on site in Zurich approx. 3 days per week?

If you can answer yes to the above questions, then please proceed to click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter.

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

Timeline

Closing Date: 31 August 2022

Selection process

All candidates will receive an update regarding their application. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

The Jacobs Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, age or any other characteristic protected by law.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email hr@jacobsfoundation.org in the first instance.



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