

The Swiss development organisation FAIRMED – formerly the Leprosy Relief Emmaus Switzerland – contributes to improved health for the poorest. Through its Country Offices in Africa and Asia FAIRMED focuses on neglected populations, neglected health systems, and neglected tropical diseases.

To strengthen the Programme Unit in the FAIRMED Headquarter due to maternity leave, we are looking for a

Trainee Programme Department (80 – 100% M/F)

starting in March 2017 for 6 month.

Tasks:

- Support in managing, supervising, monitoring FAIRMED's programme portfolio in countries
- Oversee project development processes to ensure content quality and integration of FAIRMED's Project Cycle Management tools and principles
- Support country staff in project implementation, both on activity set up and budget consolidation, to ensure project quality and alignment with FAIRMED's programmatic strategy
- Coordinate project monitoring and evaluation processes in accordance with FAIRMED's PCM tools and principles

Experience

- Knowledge and proven skills in working with multi-year Project Cycle Management process
- Some overseas experience in Africa or Asia in the field of the NGO development sector is an advantage
- Institutional fundraising and proposal writing is an advantage

Personal Profile

- Team player; innovator; self-motivated and directed; well-structured and organised; innovative and initiative taker.

Professional Profile

- Master in Public Health and/or higher level qualification in a technical field
- Fluent in French and English, German is an advantage.

Please send your application electronically to corinne.abegglen@fairmed.ch by 12th January 2017.