



National Programme Officer

The Embassy of Switzerland in Khartoum is looking for an experienced **National Programme Officer (NPO)**. This is a new position within the embassy. The NPO will work closely with the *Senior Peace and Political Affairs Advisor* on all aspects of Sudan's transition.

Responsibilities

The NPO actively contributes within the embassy team to the effective implementation of Switzerland's Cooperation Programme in Sudan, with a main focus on the peace and human rights pillar. Key tasks include:

Context analysis, coordination and representation: Ongoing analysis of the situation for the Swiss Embassy in Sudan; Support the *Peace Advisor* in establishing and maintaining a network of contacts with Sudanese authorities, institutions, civil society organisations and individuals; support or represent the *Peace Advisor* in meetings and working groups when requested.

Programme development: Develop, support and monitor projects in accordance with established management processes; Identify opportunities, evaluate project proposals, elaborate concepts and suggestions for areas of support in Sudan in line with the result framework. Conduct monitoring visits, provide inputs on the ground and feedback on results.

Support to the embassy management in Khartoum: Provide inputs for internal meetings and written contributions to annual reports and other reports related to peace building and human rights as requested by the *Peace Advisor*. Perform other tasks upon request of the *Peace Advisor* and the Head of Mission.

Qualifications

Essential

- Master's Degree or equivalent university degree in a relevant field (e.g. political science, conflict studies);
- 15 years of relevant working experience with an embassy, multilateral or regional organisation, think tank or NGO;
- Thorough understanding of the political, social, economic and humanitarian situation in Sudan;
- A comprehensive network of relevant stakeholders in Sudan (and possibly in the region);
- Tact, integrity, entrepreneurship and ability to work efficiently in a multi-cultural environment, under pressure and sometimes in arduous circumstances. Willingness and flexibility to undertake field trips;
- Proven ability to work independently with a minimum of supervision; team player;
- Fluency in written and spoken English and Arabic is essential;
- Strong writing and communication skills;

Desirable

- Applied knowledge in conflict analysis, negotiation/mediation, conflict sensitivity is an asset;
- Project cycle management;

Embassy offers

- Competitive salary and benefits
- Interesting work in a small team
- Start of work after agreement

Written applications under the subject "National Programme Officer HSA" and comprising (i) a motivation letter, (ii) a CV and (iii) three references have to be e-mailed to khartoum@eda.admin.ch, or to be delivered personally to the Embassy (Khartoum, Amarat, Street 15, House No. 7) not later than **31st October 2022**.

Only short listed candidates will be contacted