



Head of Finance, Climate Change and Development

The Swiss Agency for Development and Cooperation, a directorate of the Swiss Federal Department of Foreign Affairs, represented through the Embassy of Switzerland in New Delhi, invites applications from qualified Indian candidates for the position of **Head of Finance** for its office in India.

The Swiss development cooperation in India focuses on the areas of climate change adaptation and mitigation.

The Head of Finance will be responsible for the financial management of the Climate Change and Development (CCD) division within the Embassy and will directly report to the Director of Cooperation. The incumbent ensures transparent, economical and efficient use of resources and provides support and advice to the operational staff and the project partners in financial and administrative matters. It is planned that in the future, the responsibility of the Head of Finance will expand towards assuming the financial management of the entire Embassy of Switzerland in India.

Candidates should have a graduate degree or equivalent in economy or business administration with advanced training in accounting or auditing. They should have a minimum of 10 years' experience in financial management and/or financial auditing, preferably in international cooperation. Professional experience in financial planning of large project portfolios, budget calculations, tendering, statutory and fiduciary regulations (e.g. FCRA), negotiation and redaction of contracts and agreements, accounting, financial monitoring and auditing as well as internal risk control systems are required. Finally, candidates should have strong social and intercultural competences as well as excellent communication and writing skills in English. Knowledge of German or French would be an added value.

The Embassy of Switzerland adopts a gender fair and socially inclusive recruitment policy and offers a competitive package of salary and benefits and a stimulating working environment.

Assignment

The assignment is full time (100%). The contract will be governed by the existing guidelines of the Embassy of Switzerland.

Starting date

The start of the assignment is August 2014 or as per mutual agreement.

Compensation

The compensation will be in accordance with education, experience and previous assignments held and based on the salary scale of the Embassy of Switzerland.

Job location

New Delhi with sporadic travels within the country and abroad.

Candidates who fulfill these requirements are invited to send (i) a letter of motivation (not exceeding 750 words) describing suitability and interest in the position, (ii) latest CV

with contact details and (iii) three references to the following e-mail address: ndh.ccd@eda.admin.ch with the subject line "Head of Finance".

The closure date for applications is **May 2, 2014**. Applicants who do not have the required qualifications and experience should abstain from applying. Only shortlisted candidates will be contacted and informed about the next steps.