

JOB-DESCRIPTION Local Personnel

Swiss office abroad in:	Kathmandu	Date:	01.12.2023
Name		Degree of employment:	100%
First name (s)		Total subordinated Staff:	
Function	Political Affairs Officer	IPDM Number:	
Direct Supervisor:	Head of Mission/Ambassador	Entry into function:	March 2024
Personnel category:	Local Staff		
Requirements	<p>Expert Competence</p> <ul style="list-style-type: none"> • Master's degree with specialisation in political science, international relations, law, journalism, or other related fields; • Minimum of 5 years of relevant experience on political analysis, reporting and advising; • In-depth understanding of the intertwinement of the political and development agendas in Nepal; • Proven understanding and application of gender equality and social inclusion (GESI) mainstreaming in political analysis and projects • Excellent written and spoken English and Nepali; • Good knowledge of computer applications. <p>Methodical Qualification/Competence</p> <ul style="list-style-type: none"> • Proven facilitation, moderation and presentation skills; • Outstanding analytical report writing skills in English. <p>Personal competencies</p> <ul style="list-style-type: none"> • Very pronounced analytical and conceptual thinking, and the ability to capture it in clear and logical report writing; • High degree of personal responsibility and ability to work autonomously; • Focus on objectives and results, and the ability to cope with stressful situations; • Pronounced ability for self-reflection, and proven capacity for learning and changing the way of thinking and working. <p>Social Qualification/Competence</p> <ul style="list-style-type: none"> • Very pronounced ability to communicate with experience in public relations, particularly in communications for development; • Sound knowledge and understanding of the needs, processes and working environments of the national media in all its forms (print, tv, radio, social etc.); • Pronounced ability to deal with criticism and conflict; • Proven ability to work in a multicultural team. 		
Tasks and competences (activities in order of importance)	in %	job completion (independent or acc. to instructions)	

<p>Purpose of job</p> <p>Under guidance of the Ambassador the Political Affairs Officer conducts contextual, political related analyses in an autonomous manner. He/she provides independent and unbiased information and analysis related to emerging political and social trends, and interprets their implications in relation to development cooperation in general and the Swiss programme in Nepal in particular. In addition, the Political Affairs Officer is responsible for developing, monitoring, and steering of assigned programmes/projects.</p> <p>Specific fields of activity:</p> <ul style="list-style-type: none"> • Conduct contextual, political and social related analyses in an unbiased and independent manner; • Synthesise analyses and provide strategic advice to the Ambassador on emerging political trends and their implications on development cooperation and the Swiss cooperation programme in particular; • 	100%	Independent
<p>Task and competences</p> <p>1. Political Advisory</p> <ul style="list-style-type: none"> ▪ Provides analysis, reports, and briefing notes to the Ambassador and updates her daily on current political affairs and on all relevant political developments in Nepal; ▪ Updates the Program Team Meeting on the political and social context in Nepal whenever relevant; ▪ Prepares political reports which the Ambassador transmits regularly to the head office; ▪ Analyses possible implications of emerging issues and political and social trends on development cooperation, the rule of law, the respect for human rights and the space for development, and make recommendations on possible measures; ▪ Keeps track of and updates the Ambassador on the implication of political debates and discussions on GESI related issues; ▪ Collects and maintains data through various governmental and non-governmental sources, information on records of human rights abuses by the state and cadres/members of the political parties and various armed groups, including religious fundamentalist groups. ▪ Leads the analysis of the political and human rights situation in the Swiss focus geographic area / Koshi Province; ▪ Assesses the political situation and makes judgments concerning the impacts of Swiss actions in Nepal on the political and development agendas; ▪ Assists the Ambassador's office with organising high level meetings and translations during such meetings; ▪ Takes a leading role in the periodic assessment of the development context (MERVs). <p>2. Cooperation Programme and Projects' Advisory</p> <ul style="list-style-type: none"> ▪ Ensure that relevant political aspects are integrated in the planning, design and implementation of cooperation projects; 	60%	Independent/In consultation with supervisor
	10%	

Signature Superior:

Signature Employee: