



The Swiss Embassy in Serbia (Cooperation Office) is looking for a motivated and qualified candidate for a maternity leave replacement for a duration of up to 12 months for the following position based in Belgrade:

## **National Project Officer Governance, Civil Society and Social Development, 60%**

### **Main responsibilities:**

- Oversee Switzerland's projects within the governance sector, especially those projects related to civic participation and civil society strengthening in their democratic role as well as related to Agenda 2030.
- Carry out regular monitoring visits to different project partners and implementation sites.
- Monitor contextual developments in Democratic Governance, Gender Equality and Social Development, as well planning and implementation of Agenda 2030 in Serbia. Provide analysis and elaborate recommendations to inform strategic reflections of the Swiss Cooperation Programme.
- Develop and maintain close contact with main stakeholders, government officials, development partners, non-state actors and other interlocutors.
- Facilitate synergies among SDC supported projects and with other relevant projects.
- Support SDC in policy dialogue with the Government of Serbia, in particular in relation to Agenda 2030 and the areas of civic space, gender equality and social inclusion.

### **Required working experience and profile:**

- Minimum 4 years of professional working experience in the area of democratic governance. Specific experiences in civil society and Agenda 2030 are an asset.
- University degree in Political Sciences, Social Sciences, Law or other relevant fields.
- Good knowledge and experience in project- (including administrative- and financial-) management (PCM) in international development cooperation.
- Highly developed analytical skills and ability to focus on the essential
- Strong ability to work independently as well as in a team with good interpersonal and communication skills
- Capable to adapt to varying tasks and environments and to take initiatives
- Proficiency in Serbian language and strong written and spoken communication skills in English (C1)

**If you believe you are the right person for this position, please send your CV and an accompanying motivation letter in English, by the 5<sup>th</sup> of January 2024, with the reference "NPO application" to: [belgrade.jobapplications@eda.admin.ch](mailto:belgrade.jobapplications@eda.admin.ch)**

**The position is expected to start in February 2024.**

**Only short-listed candidates will be contacted.**