



The Embassy of Switzerland in Kyiv is looking for a highly motivated, dedicated and able to work in a very dynamic team

Humanitarian National Programme Officer (NPO) Protection

The Embassy of Switzerland within the scope of its humanitarian operations is implementing in Ukraine several programmes in the field of Health, Protection, Livelihood, Water and energy, among others. The projects are implemented by the Swiss Embassy itself or by partner organizations (NGOs, UN agencies, ICRC and Red Cross movement). The duty station is Kyiv, with frequent visits to operational areas along the frontline.

Job objective: Within the Humanitarian Team at the Swiss Embassy in Ukraine, the National Programme Officer (NPO) Protection under the direct supervision of the NPO Protection/Localisation and in close coordination with the humanitarian and cooperation team of the Embassy of Switzerland in Ukraine, is in charge of planning humanitarian Protection interventions, as well as implementation, management and monitoring of several humanitarian projects. He/she provides guidance to external consultants and oversees project implementation by partner organisations. Projects can be multi-sectorial and implemented by national NGOs, international NGOs, Red Cross movement or UN Agencies. Based in Kyiv, the NPO attends and represents SDC in relevant working groups and coordination forums.

He/she demonstrates flexibility during humanitarian emergencies and is prepared to travel to frontline regions. He/she strictly adheres to security protocols to ensure the safety of all personnel involved.

Requirements for the position include:

- Education: Master's degree in law, program management, gender studies, social sciences, human rights, protection, international development, or related field; or equivalent combination of education and experience
- At least two years of practical experience in managing humanitarian protection projects
- Good understanding of localisation approaches, accountability, PSEAH, and Do No Harm principles, and their practical application in programming
- Experience in designing project proposals using various tools (needs assessment, logframe, project proposal, budget)
- Experience collaborating with humanitarian organisations, international development agencies, or government institutions
- Good communication and negotiation skills and result-oriented mindset
- Capacity to adapt project implementation plans to challenges such as security concerns or the humanitarian context
- Fluency in Ukrainian and English is a must, both in writing and speaking
- High flexibility and adaptability, and ability to work under pressure
- High degree of personal integrity and trustworthiness
- Understanding and compliance with the humanitarian principles
- Good computer skills (Excel, Word, Outlook and Powerpoint)

Start: 01.03.2026

We offer:

- contract limited to 12 months, renewable
- inviting and interesting work atmosphere in a foreign diplomatic mission
- competitive salary relative to experience and benefits package

To apply:

Please send your CV and a letter of interest with indication of salary expectations no later than 11.01.2026 to kyiv@eda.admin.ch

Please indicate in the subject line "Humanitarian NPO Protection" to ensure timely processing of your application. No phone calls please. Only those who are selected for an interview will be contacted.