



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

National Program Officer 50% (NPO)

The contract for this position is at an **employment level of 50% and of limited duration**, from July 2025 to the end of September 2026. The duty station is Kyiv / home office and may include short missions to places where projects are implemented.

Under the direct supervision of the Program Manager Quality Assurance & Education and in close coordination with the humanitarian and cooperation teams of the Embassy of Switzerland in Ukraine, the incumbent supports the implementation of a third-party monitoring mandate for the Ukraine country program. The focus of this mandate are development and humanitarian initiatives. In addition, the incumbent follows policy developments relevant for the Embassy's implementation of Switzerland's Country Program in Ukraine and he/she supports the Embassy with specific backstopping or research assignments.

He/she is familiar with international cooperation and government work. He/she is able to build a network of relevant contacts and have an understanding of policy processes. The NPO is further able to contribute with strategic reflections on policy and operational tasks that are relevant for the Embassy's international cooperation mandate.

Requirements for the position include:

- Education: University degree (Master's level) or comparable education
- Several years of practical professional experience in Government or in international cooperation
- Experience and knowledge of humanitarian aid, development cooperation, and/or multilateral instruments
- Experience in collaboration with authorities at different levels
- Affinity for strategic reflections and policy processes
- Good command of English
- Well-structured, independent, proactive, flexible, with ability to work under pressure
- High degree of personal integrity and trustworthiness

We offer:

- 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 June 18th, 2025 to kyiv@eda.admin.ch

Please indicate in the subject line "National Program Officer 50%" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.