



Helvetas Intercooperation gGmbH (Helvetas Germany) is a small German Non-Governmental Organisation (NGO) based in Bonn. It has been established in 2013 and is rooted in the tradition and experience of Helvetas Swiss Intercooperation.

Helvetas Germany works in Asia, Africa and Latin America and contributes to poverty reduction through targeted development projects. Our politically and denominationally neutral NGO puts particular emphasis on helping people to help themselves, promoting women and girls in particular, and encouraging sustainable natural resource management. Our core activities are improving access to clean water, food security, education and income generation.

Currently Helvetas Germany is looking for a result-oriented, innovative and engaging personality as

PROGRAMME MANAGER SERVICE CONTRACTS F/M/D 80% BASED IN BONN, GERMANY

MAIN TASKS

- Research the German and EU donor landscape and proactively identify funding opportunities (esp. Service Contracts) for Helvetas Germany
- Establish and maintain contact to German and European donors as well as implementers, mainly consulting companies, in close collaboration with the Director
- Support the Director in the development of donor strategies, monitor the German and European market
- Organize and coordinate acquisition processes / tender management
- Contribute to the preparation of proposals / expressions of interest
- Advise colleagues on donor specific requirements
- Develop a consultant data base
- General project monitoring; back up the correct implementation of mandates
- Maintain dossiers of projects, provide adequate documentation overview
- Support local colleagues in reporting
- Prepare donor communications
- Support with daily administrative affairs of Helvetas Germany and work within & improve office and collaboration processes

YOUR QUALIFICATIONS

- Academic degree (Master or equivalent) in a relevant field related to international cooperation and/or a post-graduate diploma (DIE, SLE, NADEL)
- At least 2 years of experience working in international development (Non-Profit-Organization or development consulting company)
- Experience in acquisition of mandated projects / Business Development
- Experience with Service Contracts (EU, GIZ, KfW etc.)
- Experience in project management, including financial oversight
- Working experience in developing countries are a distinguished asset
- Strong organizational skills and able to adequately handle multiple demands and priorities

- You are reliable, stress resistant, able to recognize and set priorities and to keep deadlines and commitments
- Proven interpersonal, intercultural and communication skills, both oral and written and attitude of promoting a culture of effective, change-oriented learning
- Ability to work independently and with cross-cultural teams, sensitivity for gender & social equity and the local culture
- Excellent spoken and written English & German, any other language is an asset

OUR OFFER

- 80% position as of August 2021
- Attractive working conditions in a small and dynamic team in Bonn

We look forward to receiving your complete application in English including motivation letter, CV, work certificates and diplomas by April 25th, 2021. Please indicate your salary expectations (based on 100% / 12 calendar months). Please send your electronic application to martin.koppa@helvetas.org. For additional information please visit our website www.helvetas.de.