

HELVETAS Swiss Intercooperation is a development organisation anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We are currently looking for a

COORDINATOR OF THE SWISS WATER PARTNERSHIP (80-100%)

for the HELVETAS hosted secretariat of the Swiss Water Partnership (SWP). The SWP is a multi-stakeholder platform launched in 2012 to contribute to solving global water challenges and position Switzerland at the forefront of the international water scene.

YOUR MAIN TASKS

- Support the development of a yearly work-programme
- Maintain regular contact with the SWP members and approach potential new members
- Organise, coordinate and facilitate the presence of the SWP in relevant Swiss and international water events such as the annual World Water Week
- Maintain and keep the web-platform updated, share information through a newsletter and social media
- Develop partnerships with relevant actors and sponsors
- Prepare and publish annual progress and financial reports

YOUR QUALIFICATIONS

- Master degree in water management, international development, or business development
- 2-3 years of professional experience in the water sector, including development cooperation experience
- Knowledge about the water sector in Switzerland and global water challenges
- Goal-orientation, strong conceptual and analytical competences, and working experience in project management
- Excellent oral and written communication and facilitation skills in an intercultural context and excellent spoken and written English, German and French
- Good networking skills and ability to work in teams and independently

WE OFFER YOU

A contract initially limited until December 31, 2018. Attractive working conditions in small teams and a multicultural setting, work place in Zurich or Berne (close to the main stations). We look forward to receiving your complete application including motivation letter, work certificates and diplomas by November, 27, 2016. Please send your electronic application to applications@helvetas.org. Visit our websites www.helvetas.org, www.swisswaterpartnership.ch.