



Schweizerische Eidgenossenschaft
Confédération suisse
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Swiss Confederation

Federal Department of Economic Affairs FDEA
State Secretariat for Economic Affairs SECO

Swiss Cooperation Office Vietnam

Appointment to SECO's Programme Managing Team

The **Swiss Cooperation Office for Vietnam (SCO)** is representing the Swiss State Secretariat for Economic Affairs (SECO) and the Swiss Agency for Development and Cooperation (SDC). Its mandate is to supervise, develop and support Switzerland's development programme in Vietnam. **Vietnam is a priority country of Switzerland's Economic Cooperation and Development programme.** SECO's economic and trade policy measures strive to integrate its partner countries into the global economy and foster economic growth that is both socially responsible and environmentally friendly.

For our office in Hanoi, **SECO** is looking for a

NATIONAL PROGRAMME OFFICER (NPO)

Infrastructure – Urban Development - Environment - 100% occupation

The **objective of the position** is to support and backstop the economic cooperation and development programme of SECO in Vietnam, mainly in the fields of **infrastructure and environmental protection, with projects in the areas such as waste water treatment, integrated urban development, renewable energy and linkages to environmental friendly technologies and responsible business behaviour.** There are opportunities to link it with the **Private Sector and SME development Programme** of SECO in Vietnam. The position strives also to contribute to the implementation of the new **Green Growth Strategy** and the goals set by the Vietnamese Government. The person will work in a **bilateral and multilateral framework, with Government agencies, other donors, business and non-governmental organisations.**

Requirements: Post-graduate degree or equivalent. Good technical understanding/ background. At least 5 years of relevant working experiences in an (inter-) national development agency and/or in the private sector. Professional experiences in managing or monitoring infrastructure and environmental projects, in implementing national/ international best practices, in particular on procurement, and in project cycle management. Good knowledge of the infrastructure sector and its development in Vietnam, with expertise in one of the priority areas of work: water/ wastewater, integrated urban development, renewable energies, and environment/ climate change related policies and projects. We expect an interest to actively work on all priority areas and some experiences in related policy formulation.

Personal skills: Mature, dynamic, motivated, talented professional with strong analytical skills and strong experiences in program implementation. Excellent English skills (written and oral). Able and willing to work efficiently in a dynamic environment with an existing team. Strong interpersonal, social and communication skills. In depth-knowledge of Vietnam's society, business sector, local actors and sector related governmental institutions. Ready to travel nationally and internationally, from time to time.

The Swiss Cooperation Office offers competitive local salaries and benefit packages. For general information about SECO and the Vietnam programme, please visit www.sdc.org.vn or www.seco-cooperation.admin.ch.

Interested candidates for this position should submit their **written application in English** together with their **curriculum vitae** (incl. recent photo, copies of degrees, working references) and a **short letter of motivation** explaining why you might be the ideal candidate for this position to:

Swiss Cooperation Office Hanoi, Vietnam / SECO – Administration Department
Hanoi Central Office Building, 16th floor / G.P.O. Box 42
44B Ly Thuong Kiet Street, Hanoi, Vietnam

Closing date for applications is February 22, 2013.

**Only short-listed candidates will be contacted for interviews. Applications will not be returned.
Please no telephone contact after submitting the application.**