

Senior National Program Assistant

The Swiss Embassy implements the Swiss State Secretariat for Economic Affairs (SECO's) economic cooperation program in Vietnam through its Swiss Cooperation Office (SCO).

The Swiss Cooperation Office is looking for a

SENIOR NATIONAL PROGRAM ASSISTANT

100% occupation

KEY RESPONSIBILITIES:

- Provide administrative support to the SCO Management and the National Program Officers (NPOs)
- Support the team in communication and public relations on the SECO program
- Coordinate and monitor projects of SECO's economic cooperation and development program in Vietnam, mainly in the fields of macroeconomic stability, financial sector support, and private sector development

QUALIFICATION REQUIREMENTS:

- **Education:** University degree in Economics, Banking and Finance or Business Administration
- **Language:** Excellent English and Vietnamese speaking, reading and writing
- **Professional Experience:** Minimum of 3-5 years of professional experience in macroeconomic (i.e. fiscal and monetary) policy, financial sector analysis, trade and investment policy as well as in project cycle management. Experience in the Vietnamese public sector and/or with a development partner organization is an asset.
- **Knowledge:** In-depth knowledge of Vietnamese government, institutions and structures, society, and economic sector. Know-how in development cooperation as well as in communication and public relations
- **Personal skills:** Dynamic team player with a high degree of reliability, initiative and sound judgement. Able to complete multiple tasks timely and efficiently. Strong administrative and analytical skills. Proficient in the use of office and internet software applications. Passionate about economic development in Vietnam.

The Embassy of Switzerland offers competitive salaries and benefit packages. For general information about SECO and its Vietnam program, please visit www.seco-cooperation.admin.ch Qualified candidates are invited to submit their **written application in English** together with their detailed **curriculum vitae** (including copies of degrees, working references) and a **letter of motivation** to:

Embassy of Switzerland in Vietnam

Ms. Yvonne Zaugg, Head of Administration

Hanoi Central Office Building, 15th floor, G.P.O. Box 42

44B Ly Thuong Kiet Street,

Hanoi, Vietnam

Closing date for applications is November 24, 2017. Short-listed candidates will be contacted within 4 weeks after the deadline. Please no telephone contact after submitting the application.