



IAMANEH Schweiz is a Swiss development organization based in Basel. We are committed to promoting the rights of women and girls with a special focus on "Sexual and Reproductive Health" and "Gender-based Violence" and to engage in favour of women's empowerment and gender equity.

To strengthen our international programme, notably our interventions in Albania and Bosnia and Herzegovina, we are searching to recruit, as per 15 September 2021 or by arrangement, a

«Programme Assistant Southeast Europe» (40 - 50%)

Your responsibilities:

- Support the management of the Southeast Europe programme, notably the conception, monitoring and evaluation of new and existing interventions, including budgeting, the set-up of monitoring systems, data tracking and analysis for steering and reporting purposes, and in particular in view of mainstreaming gender equality into all aspects of project management
- Support the Monitoring, Evaluation and Capitalisation activities within the programme, including design & oversight of research studies, and be in charge of compiling and analysing disaggregated data on project outcomes
- Provide administrative and logistical support in preparing and organising events, workshops, and missions
- Ensure adequate document management within the programme, including data and record keeping and filing of project documentation
- Support the review of project progress reports and prepare narrative and financial reports for donor reporting
- Support capacity building measures to partners and the preparation of related training materials
- Support the programme manager with regard to the conception of the innovative application of IT and AI technologies within programmes

Your profile:

- Ideally, a Master's candidate or PhD student in a relevant field (gender studies, development studies, public health, Eastern European studies or similar) seeking to complement academic work with professional experience
- Familiarity with the key methods for the management of international development projects and programmes
- Ability to treat, analyse and interpret project and programme data including excellent knowledge of MS Excel; knowledge of other statistics applications is an asset

- A creative thinker proactively searching for solutions to operational challenges
- Strong IT skills, including knowledge of new technologies
- Proficiency in German and English as well as ideally at least good knowledge of French
- A minimum of 2 years of relevant experience in the field of international development / health / gender
- Excellent organisational skills

What we offer:

- A dynamic field of work with freedom for design and space for personal development
- A pleasant working atmosphere within a motivated and committed team
- Flexible working conditions

The position is specifically directed towards Masters- or PhD students who would like to acquire practical experience in project and programme management in the field of gender-based violence and women's empowerment interventions. Candidates with a migration background or biographical connection to the Western Balkans are encouraged to apply.

Please send your online application by 5 September 2021 to: info@iamaneh.ch under mention of the subject "Application Programme Assistant Southeast Europe".

For any questions, please contact Ms. Rebeca Revenga, Programme Manager Southeast Europe at rrevenga@iamaneh.ch