



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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Terms of Reference: National Program Officer (NPO) and Deputy Head, Swiss Economic Cooperation Program, Swiss Embassy Pretoria

The incumbent is in charge, under the guidance of the Head of Economic Cooperation at the Swiss Embassy, of looking after the sustainable and inclusive local economic development (LED) and urban economic development portfolio of the Economic Cooperation Programme of the Swiss State Secretariat for Economic Affairs (SECO). This position covers also the function as Deputy Head of the Swiss Economic Cooperation Program. The main responsibilities and required competencies are laid out as follows:

General Responsibilities

- Act as the Deputy of the Head of the Programme and fulfill the respective administrative and representative functions in absence of the Head of Programme
- Be familiar with all aspects of SECO's work in South Africa and
- Liaise with the public and private partners in the respective fields;
- Translate the Economic Cooperation Country Strategy (2013-2016) into practice with a high priority on synergies and coherence within the Programme;
- Contribute to the formulation and discussion of strategic orientation of the activities relevant to foster sustainable and inclusive urban economic development including inputs on the Country Strategy Implementation Report;
- Act as the main SECO focal point for the Local Economic Development (LED) programme and coordinate among the stakeholders (South African partners, other donors and SECO HQ)
- Update regularly on programme developments to the respective headquarter divisions;
- Contribute to the implementation, steering and monitoring of the Local Economic Development (LED) programme which is a cross-cutting programme through all of SECO's activities (Public Finance Management (PFM)/Infrastructure Financing/Private Sector Development/Trade and Green Growth);

- Contribute to the formulation and discussion of strategic orientation of the the urbanization programme which is a cross-cutting programme through all of SECO's activities (PFM/Infrastructure Financing/Private Sector Development/Trade and Green Growth) including inputs on the Country Strategy Implementation Report;
- Cooperate with the other team members for other tasks related to economic development;
- Prepare and accompany headquarter missions;
- Participate in project monitoring activities and represent SECO's position;
- Participate in building up the team's "learning capital" through the practice of open communication, sharing of information and contributing to learning;
- Contribute to the communication work of the Embassy (press briefings etc.);

Specific Responsibilities

- Contribute to the identification and formulation of new projects or programmes in the area of sustainable and inclusive urban economic development.
- Support and backstop the implementation, supervision and monitoring of the SECO-funded activities in the relevant portfolio.
- Coordinate communication and workflows within the LED programme (e.g. actively participate in all programme meetings, report and send out meeting minutes to HQ, prepare SECO inputs for Steering Committee meetings with HQ and hold regular phone calls with the country focal point in charge of overall LED coordination at HQ).
- Actively participate in all meetings of the donor coordination and in the respective policy dialogue; engage in regular contacts and cooperation with Multilateral Financial Institutions (AfDB, WB, IMF, etc.) and bilateral donors operating in the field of sustainable and inclusive urban economic development support in the country.
- Develop and maintain regular contact with governmental officials, key interlocutors and relevant consultants as regards political and strategic issues. Assist the Embassy in tasks related to the field of expertise.
- Cooperate in drafting Swiss positions to board discussions of the multilateral organisations.

Skills Required

- Higher University Degree in town planning, economics or equivalent experience, with strong knowledge of project management.
- Minimum of 7 years experience in working in the international development field and preferably experience with management of development projects.

- Proven record of working in a complex environment involving various stakeholders with diverging interest.
- Strong analytical skills and ability to focus on the essential
- Strong writing skills in order to provide concise and adequate inputs into briefing notes, monitoring reports, project documents, etc.
- Strong communication and interpersonal skills for presentations, formal and informal discussions with internal and external partners.
- Be an active, constructive and critical member of the Embassy's economic team representing the Swiss State Secretariat for Economic Affairs (SECO) in Pretoria
- Previous experience in leading a team would be an asset.