



Helvetas is an organization specialised in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post at our office in **Tbilisi, Yerevan, Chisinau (Georgia, Armenia, Moldova)**. The expected starting date is April 1st, 2024 or upon agreement.

EASTERN PARTNERSHIP (EAP) COUNTRIES PROGRAM OFFICER (F/M) 100 % RECONOMY PROJECT

RECONOMY is an inclusive and green economic development program of the Swedish International Development Cooperation Agency (Sida), implemented by HELVETAS Swiss Intercooperation in the Eastern Partnership and the Western Balkan countries.

The Program Officer of the EaP countries will manage Program Facilitation Unit (PFU) led regional project implementation in EaP, establish, and coordinate activities and partnerships with EaP countries stakeholders/ system actors as well as coordinate the RECONOMY program's activities and partnerships with projects implementers in EaP countries, assuring quality in implementation and achievement of objectives.

He/she will contribute to the integration of the EaP intervention portfolio into the program's knowledge management and learning processes, stimulating active discourse between the program and its EaP partners and stakeholders in line with the overall objectives and approach.

The Program Officer of the EaP countries is responsible to assure compliance of the program's activities in EaP countries with required administrative (and financial) processes, most importantly good risk management. Ensure timely support is provided to the EaP countries' regional manager on program implementation related administration issues in EaP countries.

MAIN TASKS

- Take the lead in the designing of the interventions for the PFU led project in the EaP countries, identify, negotiate, select and engage relevant to the project system actors in the EaP countries. Manage interventions in close collaboration with the RECONOMY EaP hub's Program officers and the EaP regional manager.
- Regularly meet system actors/partners in EaP countries to assure quality in implementation and achievement of objectives, to obtain, analyse and update on country developments – potential challenges/ risks and opportunities.
- Support the work of Implementing Partners in EaP countries through exchanges and direct collaboration in the frame of the Partnership Agreements entered with these organisations.
- Ensure coordination with other donor-funded development projects and with Sida initiatives in EaP countries for potential synergies.
- Provide backstopping support to the engaged system actors in the application of an MSD approach and related tools and coordinate additional technical inputs by internal and external resource persons.
- Conduct continuous research and development in EaP countries to identify entry points for systemic intervention and new partnerships in line with the Sida collaboration agreement.

- Coordinate the program's activities in EaP countries with Swedish embassies and Sida representatives, governments and other critical stakeholders, ensuring transparency and an overall collaborative environment.
- Coordinate necessary monitoring activities (research, capacity building, backstopping, data collection etc.) in EaP countries with the program's EaP hub MRM Lead in line with RECONOMY's MRM manual and requirements, providing evidence for steering, reporting and learning purposes.
- Coordinate, contribute and co-lead on the generation of communication products with the program's Communications Lead and in line with its communication strategy, providing the basis for facilitating an active discourse amongst partners and stakeholders on relevant subjects as well as the program's positioning in EaP countries.
- Coordinate necessary activities for knowledge management and learning in EaP countries with the program's EaP hub KML Lead and in line with RECONOMY's KML strategy, linking activities in EaP countries to the program's and Helvetas overall KML to ensure the regional value addition.
- Ensure synergies and regular updates of information related to the emerging economic and political developments in EaP countries and provide advice for new entry points in line with the overall Helvetas goals and strategy.
- Monitor compliance of engaged system actors as well as Implementating Partners with rules and processes laid out in the Partnership Agreements and coordinate necessary activities with the EaP countries regional manager and Program Administrative Manager.
- Plan and co-organize different workshops, events & study trips.
- Contribute to the report's development at all levels.

YOUR QUALIFICATIONS

- Understanding and experience in Monitoring and Results Measurement (MRM)
- Ability to analyse qualitative and quantitative data and synthesize learnings
- Understanding and experience in Gender Equity and Social Inclusion (GESI)
- Understanding and experience in Environment & Climate Change (ECC)
- Understanding key trends in the Eastern Partnership region
- Experience in working with associations (in at least two countries)
- Professional linkages and nexus in EaP countries (Armenia, Azerbaijan, Georgia, Moldova and Ukraine)
- Facilitation skills – to establish linkages between relevant stakeholders/market actors
- Coordination skills – to coordinate activities of partner organizations (contracted market actors)
- Analytical skills – ability to explore assessments/analyses necessary to the project
- Writing skills – to develop ToRs for assessment/analyses, develop monthly updates and reports
- Understanding of the essence of the “Business Model”
- Ability to travel frequently
- Some experience/knowledge of the Textile sector (familiarity with the resource efficiency & circular economy in the textile sector would be a big plus)
- Project management practical experience (practical experience/knowledge of MSD approach would be a big plus)
- Degree in economics, business management, and administration or related
- Residency of one of the countries – Armenia, Georgia, Moldova

WE OFFER YOU

A contract of 33 months, attractive working conditions in a dynamic team.

We look forward to receiving your complete application including CV, motivation letter, work certificates and diplomas by **18th of March**. Please send your application via d.durnea@developmentaid.org. For additional information, please contact d.durnea@developmentaid.org or visit our website www.helvetas.org.