

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 at one of our offices in **Chisinau, Moldova**. The expected starting date is as soon as possible 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 EaP countries Program Officer 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 EaP countries Program Officer will assure compliance of the program's activities in EaP countries with required administrative (and financial) processes, most importantly good risk management. He/she will ensure timely support is provided to the Project Manager of Energy Efficiency 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 Project Manager of Energy Efficiency.
- 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 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, learning and communications in EaP countries with the program's EaP KMLC Lead and in line with RECONOMY's KMLC strategy, linking activities in EaP countries to the program's and Helvetas overall KMLC 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 Implementing Partners with rules and processes laid out in the Partnership Agreements and coordinate necessary activities with the Project Manager of Energy Efficiency and Program Administrative Manager.
- Plan and co-organize different workshops, events & study trips.
- Contribute to the report's development at all levels.

YOUR QUALIFICATIONS

- Degree in economics, business management and administration or related
- Project management practical experience (practical experience/knowledge of MSD approach would be a big plus)
- Experience/knowledge of the Energy Efficiency sector
- 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)
- Understanding and experience in Monitoring and Results Measurement (MRM) - would be a big plus
- Understanding and experience in Gender Equity and Social Inclusion (GESI) - would be a big plus
- Understanding and experience in Environment & Climate Change (ECC) - would be a big plus
- 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 analyse qualitative and quantitative data and synthesize learnings
- Effective interpersonal and communication skills
- Good knowledge of techniques for planning, monitoring and controlling
- Effective leadership skills
- Ability to travel frequently
- Ability to work in a diverse team
- Ability to adapt to new environment
- Goals and results-oriented
- Ability to work on multiple tasks simultaneously
- Organizational skills
- Time management skills
- Proficiency in Microsoft Office
- Residency of Moldova

WE OFFER YOU

A contract until December 2026, attractive working conditions in a dynamic team.

To apply please submit your CV and motivation letter to reconomyhr@helvetas.org by **October 2, 2025** and indicate the title of the position in the email subject. For additional information, please contact visit our website www.helvetas.org or www.reconomyprogram.com.