

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 **Eastern Partnership countries**. The expected starting date is February 2026.

## **EASTERN PARTNERSHIP (EAP) COUNTRIES PROJECT COORDINATOR (F/M) 100 %**

*Circular Business Models and Resource Efficiency for Competitiveness and Growth of the T&A industry*

### **RECONOMY Program**

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 Project Coordinator of the “Circular Business Models and Resource Efficiency for Competitiveness and Growth of the T&A industry” (T&A Project) will ensure the successful implementation of the project through effective oversight while fostering stakeholder engagement and collaboration to maximize project outcomes. Establish and coordinate activities and partnerships with EaP countries stakeholders/ system actors, as well as coordinate the RECONOMY program’s activities. Assuring quality in the implementation and achievement of objectives.

He/she will ensure the integration of the 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 Project Coordinator will be responsible for ensuring compliance of the program’s activities in EaP countries with required administrative, operational and financial processes, most importantly good risk management.

## **MAIN TASKS**

- Lead the PFU-led T&A Project implementation across EaP countries.
- Design, plan, and oversee project activities/interventions, ensuring alignment with objectives and strategic entry points.
- Take the lead in the development of intervention guides, data collection, and impact measurement processes.
- Identify and engage key market actors, coordinate their contributions to ensure timely and effective delivery of the results.
- Maintain strong relationships with partners and identify new strategic partnerships to support project goals.
- Provide ongoing support to market actors in applying the Market Systems Development (MSD) approach.
- Facilitate meetings, workshops, and trainings to strengthen collaboration and local capacities.
- Monitor EaP country-level developments to identify risks, opportunities, and new areas for systemic interventions.
- Coordinate with Sida initiatives, Swedish embassies, government institutions, and other development projects to ensure potential synergy and transparency.

- Coordinate monitoring, learning, and knowledge-generation activities together with the program's MRM/KMLC Unit.
- Ensure that market participants comply with partnership agreements and coordinate with the Finance and Operations Unit as necessary.

## YOUR QUALIFICATIONS

- Degree in economics, business management and administration or related field.
- Project management practical experience (practical experience/knowledge of MSD approach would be a big plus).
- Some experience/knowledge of the Textile sector, particularly of the Circular Economy.
- Proven facilitation and coordination skills with state and private sector stakeholders.
- Understanding key sector-relevant trends in the Eastern Partnership region.
- Experience in working with associations (in at least two countries).
- Professional linkages and nexus in EaP countries (Armenia, Georgia, Moldova and Ukraine).
- Demonstrated analytical, problem-solving, and facilitation skills to support market actor collaboration and systemic change.
- 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) and Environment & Climate Change (ECC).
- Understanding of the essence of the "Business Model" and its application in the education context.
- Excellent writing skills and experience in developing various Terms of Reference, monthly updates, and reports.
- Ability to travel frequently within EaP region and beyond.
- Ability to work in a diverse team.
- Ability to work on multiple tasks simultaneously.
- Organizational and time management skills.
- Fluent in English.
- Resident of one of the EaP countries (Armenia, Georgia, Moldova, or Ukraine)

## WE OFFER YOU

A contract until December 31, 2026, with attractive working conditions in a dynamic team

To apply, please submit your CV and motivation letter to [reconomyhr@helvetas.org](mailto:reconomyhr@helvetas.org) by December 31, 2025, and indicate "PC for T&A Project" in the email subject. For additional information, please visit our website [www.helvetas.org](http://www.helvetas.org) or [www.reconomyprogram.com](http://www.reconomyprogram.com).