



Terms of Reference

Position:	National Programme Officer (Protection & Health)
Period:	01.09.22 until 31.08.2023
Place of work:	Lviv and Kyiv, Ukraine, with frequent travel within Ukraine (following strict security protocols)

1. Background

Switzerland has developed and nurtured its relationship with Ukraine since the 1990s. The Swiss Cooperation Programme 2020-23 translates Switzerland's renewed commitment to support Ukraine on its path towards peace and sustainable development, by building an inclusive society where all women and men equally contribute to and benefit from public integrity and sustainable growth. The Programme covers four domains: 1. Peace, Protection and Democratic Institutions, 2. Sustainable Cities, 3. Small and Medium-Sized Enterprises and Competitiveness, and 4. Health.

The Russian military attack on Ukraine on the 24th for February 2022 and the war had a disruptive impact on all levels with unknown prospect. Around 16 million people inside Ukraine are in need of humanitarian assistance. Delivering assistance to some areas is "extremely difficult" due to access constraints and insecurity. The unprecedented scale of humanitarian needs requires a coordinated response of local, regional, national and international actors in a highly volatile context.

The Humanitarian Aid Unit of the Swiss Agency of Development and Cooperation (SDC) immediately responded with three action lines to address the most pressing humanitarian needs and alleviate human suffering. These include:

- Direct relief aid (shelter, food- and non-food items, medical supply)
- Technical expertise (assessment team)
- Financial support to multilateral partners

In the meantime, the Swiss Humanitarian Office (SHO) was opened in Lviv with a team consisting of 3-4 Swiss Humanitarian Aid Unit members and three local employees. The overall objective of the team is to implement and monitor humanitarian projects in the thematic areas of **WASH**, **health** and **protection** in alignment with the Swiss Cooperation Programme in Ukraine 2020-23. Interventions follow a principled, needs-based approach. Switzerland is also a key player in the coordination of the in-country humanitarian response.

The protection project portfolio is currently being drafted by the Swiss protection expert in consultation with a wide range of stakeholders. The projects should be implemented in the weeks to come. In addition, Switzerland regularly responds to requests for medical goods from authorities and hospitals. Ongoing long-term health development programmes have also been adapted to the new humanitarian context. To strengthen the humanitarian team in the areas of protection and health, we are looking for a national programme officer with proven experience in the field and in coordination with local, regional and national authorities as well as civil society organisations and (international) non-governmental organisations.

2. Tasks

Under the direct supervision of the SHA Protection Programme Officer in close coordination with the Senior Advisor for Humanitarian Aid of the Embassy of Switzerland in Ukraine, the incumbent contributes to the implementation, management and monitoring of the protection portfolio aligned with Switzerland's strategic objectives and humanitarian principles. Furthermore, he/she will also support the health component of Switzerland's humanitarian programme in close coordination with the National Programme Officer for Health. All business travel related to her/his mission must be in line with FDFA / Embassy regulations (Staff Regulations, Business Travel). Specific tasks include:

Analysis of humanitarian context developments in Ukraine

- Monitoring and analysis of the humanitarian situation and response in Ukraine with a focus on protection and health inside Ukraine; write short research notes on specific topics.
- Continued analysis of the operational environment, capacity of humanitarian responders and governmental authorities in order to identify opportunities for the Swiss humanitarian programme;
- Support the analysis capacity of the Humanitarian Office/Swiss Embassy by providing information and analysis on the humanitarian situation and gaps.

Programme management

- Contribute to the implementation and monitoring of the Swiss humanitarian protection and health portfolio in Ukraine, to ensure high-quality delivery, monitoring and evaluation;
- Monitor and manage risks involved in the different projects of the portfolio;
- Support the management of the humanitarian health and protection portfolio budget and monitor expenditures assigned;
- Provide overall project cycle management and administrative support to the humanitarian programme of Switzerland in Ukraine;
- Ensure link between humanitarian programmes and development programmes of the Swiss portfolio in the areas of protection and health.

Contacts and networking

- Participate in humanitarian cluster and technical working groups on behalf of Switzerland, finding new contacts, reporting back on main trends and issues;
- Participate in fields missions (security permitting) in locations like Dnipro and Odesa (up to one week) and translate informal discussions with beneficiaries if needed;
- Engage with (local) project partners and organisations and liaise with governmental authorities at all levels as well as with the wider humanitarian community;
- Exchange with beneficiaries and population in need (IDPs) during field missions to get first-hand insights and gather information about their protection needs that informs Swiss humanitarian response;

3. Job Profile

Education and work experience

- University degree (Master's level) or comparable education;
- Several years of practical professional experience in international cooperation and particularly in the area of humanitarian assistance, health and protection;
- Experience and knowledge in dealing with humanitarian crisis situations and the instruments of humanitarian aid;
- Experience in collaboration with national, regional and local governmental authorities;

Professional competencies

- Conceptual, strategic analytical capacity and writing skills, methodological competencies,
- Ability to negotiate and navigate in a politically highly sensitive context; intercultural management,
- Project cycle management & financial skills; management and leadership competencies.

Self-competences: Decision-making and implementation skills, creativity and innovation skills, result-oriented, ability to work under pressure, integrity/loyalty, assertiveness, high political sensitivity.

Social competences: Very strong communication and interpersonal skills with a particular understanding for people who have been displaced and the needs of all types of beneficiaries, ability to network; high flexibility and willingness to adapt to rapidly changing work and life circumstances.

Language skills: Excellent knowledge of English, Ukrainian, and Russian. Knowledge of German or French is an advantage.

Contract, Expenses, Insurance

The holder of the position is working under a Swiss Humanitarian Aid contract.

Duration of Contract: 1 year, start of contract on 1st of September 2022, with possibility of extension.

Duty Station: Humanitarian Office in Lviv, Ukraine, until at least end of August 2022. From mid-September onwards it is foreseen that the incumbent will work at the Embassy of Switzerland in Kyiv with regular travels to different regions of Ukraine if the security situation allows.

Additional information

In case of questions please contact Eileen Hofstetter (eileen.hofstetter@eda.admin.ch), Senior Policy Advisor, Swiss Embassy in Kyiv, and Daniele d'Esposito (daniele.desposito@eda.admin.ch), Programme Officer Protection, Swiss Humanitarian Office, Lviv.

Please send the full application (resume and cover letter) by email to kyiv@eda.admin.ch with the reference "NPO/Protection and Health". Application deadline is the **21st of August 2022**.

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