

**FAIRMED** is an international NGO in development cooperation based in Switzerland. FAIRMED advocates for comprehensive “health for the poorest” including neglected tropical diseases (NTDs) and targets the most neglected, discriminated and vulnerable populations. FAIRMED is headquartered in Bern and maintains offices and country programs in India, Sri Lanka, Nepal, Cameroon, Republic of Congo and Central African Republic, staffed almost exclusively by local professionals.

FAIRMED develops projects together with the people concerned, is connected to authorities and organizations in the program countries and is committed to ensuring that disadvantaged people – regardless of their gender, social and political affiliation – can claim their basic right to health. FAIRMED promotes the development of local know-how as an important element in ensuring the sustainability of its interventions. FAIRMED has carried the ZEWO seal of approval since 1963 and the ISO 9001:2015 seal of approval and the NPO label for management excellence since 2006.

For our office in Bern we are looking for a

## Program Officer 80-100% (M/F/D)

The workplace is in Bern with visits to the project countries.

### Your tasks

You will take responsibility for the implementation of the FAIRMED program in 2-3 countries (Cameroon, Central African Republic, Republic of Congo) and provide the organization with technical resources, knowledge and skills on relevant public health and project management issues to optimize FAIRMED interventions on the field. You provide advice on institutional fundraising initiatives in Bern and to all FAIRMED country teams. Your main tasks are:

- You monitor project development processes and contribute to ensure the quality of content and the integration of FAIRMED tools and principles for project cycle management.
- You support the country teams in project implementation, both in the elaboration of activities and in budget consolidation, to ensure project quality and consistency with FAIRMED's programmatic strategy.
- You coordinate project monitoring, evaluation processes and reporting to donors. You adapt and finalize reports according to the specific requirements of the donors.
- You support the country management in developing annual budgets and validating budget plans.
- You manage the Country Coordinators, including annual appraisals and performance review, and identification of capacity building opportunities.

### Further tasks

- You contribute to the management processes of the organization and to increasing its visibility.
- You support the focal points and issues on Disability Inclusive Development (DID), gender, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), monitoring & evaluation, anti-corruption, whistle-blowing, etc. to implement and improve international standards at all levels of the organization, program and projects.
- You identify best practices in projects and develop material (reports, brochures, etc.) to disseminate and profile FAIRMED's work in Swiss and international networks.

- You collaborate with the fundraising and communication team to provide up-to-date and accurate information on project activities.
- You coordinate and/or lead the proposal writing process and/or write proposals for specific donors.
- As a member of the program team, you contribute to FAIRMED's programmatic, administrative and strategic meetings and decision-making processes (annual planning, reporting, etc.).

**Your profile**

- You have a master's degree in public health, international development cooperation or a related degree. You also have proven competencies in all aspects of project cycle management.
- You have at least five years of professional experience in development work in a leadership or coordination role in international teams and project experience in Africa.
- You also have experience in fundraising and its management as well as familiarity with the regulations, procedures, and requirements of international donors.
- You are decisive, a team player, independent, problem-solving, creative and have strong communication skills at international and national level as well as in different languages (German, French and English mandatory).

**Our offer**

FAIRMED offers interesting, varied, and challenging work in a small and inspired team. We offer fair, progressive, and flexible working conditions and the opportunity to contribute to improving health in the poorest regions of the world through meaningful work.

For further information, please contact Lorenz Indermühle, Managing Director, or Franziska Pypin, HR Assistant.

Please send your complete documents electronically in PDF format to [franziska.pypin@fairmed.ch](mailto:franziska.pypin@fairmed.ch).

**Notes**

FAIRMED is committed to diversity and inclusion in its workforce and encourages anyone interested to apply for a position with us.