

DROSOS FOUNDATION (www.drosos.org) is a Swiss private not for profit organisation committed to unlocking the potential of young people. Together with its partners, the foundation nurtures their life and professional skills to pave their way to economic and social independence. The Foundation is currently active in Switzerland, Germany, Egypt, Jordan, Lebanon, Morocco, Palestine, and Tunisia.

The Foundation is looking for a

Programme Manager Switzerland (m/f/d, 100%)

Start date: as soon as possible / upon agreement

Main duties

The Programme Manager based in Zurich, Switzerland, will contribute to the management and development of the foundation's programmatic work in Switzerland with a focus on future skills and / or social entrepreneurship. In close collaboration with the Head of Programmes Europe, the Programme Manager will be responsible for designing and developing new and existing programmes and the projects therein, guiding the implementation process of established projects and programmes, providing support to implementing partners, evaluating the impact of past engagements, and developing new initiatives and partnerships in line with DROSOS' strategic priorities. The Programme Manager will work in a team of five, with two colleagues in Switzerland and two in Germany.

More specifically, the Programme Manager Switzerland:

- Oversees, monitors, and evaluates the implementation of projects and programmes, including tracking progress through reports, partner meetings, and field visits;
- Contributes to developing new partnerships and screening new project proposals in line with the Foundation's programmatic approach;
- Supports project partners to advance their organisational capacities and impact planning;
- Manages project budgets and ensures proper and sound financial controlling of grants;
- Supports the tendering process of consultants, e.g. for project evaluations or organisational development support, drafting terms of reference, steering the selection process and contract negotiations, and monitoring the assignments;
- Contributes to DROSOS' global knowledge exchange and strategy development led by the Leadership Team;
- Be an effective and inspiring manager and role model in the organisation;
- Directly reports to the Head of Programmes Europe based in Zurich.

Requirements

- Higher education in the field of social sciences, humanities, or economics (international relations, international development cooperation, business administration, or related areas) with a strong business acumen;
- Relevant work experience in the philanthropic sector, non-profit organisations, and / or international development cooperation, including project management, monitoring and evaluation;
- Experience in collaborating with civil society organisations and conducting practical field work;
- Previous experience and existing networks in the areas of developing future skills in youth and / or social entrepreneurship and innovation;
- Critical thinking and strategic planning skills with the ability to translate strategy into action;
- Business planning skills with an ability to manage complex financial budgets and understanding of legal contractual relationships;
- Ability to simplify complex information into clear presentations to various key audiences;
- Reliable, flexible and a pragmatic problem solver and able to manage a high range and volume of responsibilities;
- Affinity to work in a multicultural environment;
- Very good communication and writing skills in English and German, good communication skills in French are a strong asset;
- Demonstrated ability to collaborate as well as to build and maintain effective relationships with remote team members and partners;
- Hands-on and ‘can do’ attitude and proven ability to navigate uncertainty and changes;
- Demonstrated ability to maintain constructive relationships with partners while maintaining independence and securing compliance with the foundation’s internal and external regulations;
- Flexibility to travel as required.

Committed colleagues and attractive working conditions await you. If you are qualified and interested in this position, please send a letter of motivation and your CV (max 3 pages) in English using this [LINK](#) by February 15, 2024. We will get back to you with a specific response by the end of February 2024 at the latest. For questions, please contact **hr@drosos.org**. Only direct applications will be considered.