

cfd is a feminist peace organization based in Bern/Switzerland and committed to women's rights, peace building and conflict transformation, and migration policy. It is an independent non-governmental organization, without any political or religious affiliations, working in Switzerland and in development cooperation in South Eastern Europe, Palestine/Israel and the Maghreb. The cfd South Eastern Europe program follows the three lines of intervention: sexual and gender based violence, income generation and social inclusion. In Bosnia-Herzegovina, cfd is mainly working with local NGOs, who are dedicated to women's rights and empowerment, peace politics and inclusive economic development. For more information about cfd please visit our website: www.cfd-ch.org.

cfd is currently looking for a qualified and highly motivated candidate to fill in the following consultancy position in Bosnia-Herzegovina:

Local Program Coordinator (40%)

Type of contract: Consultancy contract

Contract duration: January – December 2019, renewable

Reporting to: Program Coordinator cfd, Switzerland

Your tasks:

- / Closely cooperate with the Program Coordinator cfd, Switzerland, to whom you are reporting to
- / Oversee project planning, monitoring, evaluation as well as progress and financial reporting, including regular monitoring visits to project sites
- / Support partner organizations in project management and capacity development measures
- / Support partner organizations especially in the fields of empowerment, gender mainstreaming, Human Rights Based Approach, conflict sensitive program management, participatory project planning and monitoring methods, inclusive economic development and advocacy strategies
- / Arrange & conduct trainings, partner workshops, meetings as well as field visits by cfd headquarters' staff
- / Conduct context analysis and identify and suggest new projects and partners to cfd, being in line with the overall cfd program strategy
- / Represent cfd in relevant networks and platforms
- / Inform cfd on current trends and developments in its fields of intervention

Your profile:

- / University degree in social/political/economic science or related fields
- / 5 years of work experience in development cooperation or humanitarian aid; work experience in a civil society organization is an asset
- / In-depth knowledge of women's rights, gender and social inclusion and civil society issues in the local context
- / Professional experience with relevant approaches like empowerment, gender mainstreaming, Human Rights Based Approach and conflict sensitive program management
- / Professional experience in PCM tools (planning, monitoring and evaluation, baseline-studies).
- / Professional experience in organizational development and local economic development
- / Good analytical and financial management skills
- / Excellent written and spoken English and Bosnian/Croatian/Serbian skills. German skills are an asset.
- / Good facilitation and moderation skills
- / Good computer skills (MS Office)
- / Good interpersonal skills, team work spirit and ability to work independently
- / Commitment to pacific and democratic values and convictions; no leading position in a civil, political or religious party

If you are interested and correspond to the profile, please send your application (Curriculum Vitae, application letter and 2-3 references) via e-mail until 19 August 2018 to: jacqueline.salami@cf-d.ch.org.