



Political Advisor

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Dec. 4, 2018, 5 p.m.

Qualification:

- Master's degree with specialisation in political science, international relations, law, public administration, social science or other related field

Experience:

- Minimum having 5 years of relevant professional experience

Other Specification:

- Good understanding of the intertwinement of the political and development agendas in Nepa
- Proven understanding and application of gender equality and social inclusion (GESI) mainstreaming in political analysis and project and programme management
- Excellent written and spoken English and Nepali
- Good knowledge of computer applications
- Experience and knowledge in project cycle management (PCM) in an intercultural context including planning, monitoring, evaluation and transferring into action
- Proven facilitation, moderation and presentation skills
- Outstanding analytical report writing skills in English
- Very pronounced analytical and conceptual thinking, and the ability to capture it in clear and logical report writing
- High degree of personal responsibility and ability to work autonomously
- Focus on objectives and results, and the ability to cope with stressful situation
- Pronounced ability for self-reflection, and proven capacity for learning and changing the way of thinking and working
- Very pronounced ability to communicate including with experience in public relations, particularly in communications for development
- Sound knowledge and understanding of the needs, processes and working environments of the national media in all its forms (print, tv, radio, social etc)
- Pronounced ability to deal with criticism and conflict
- Proven ability to work in a multicultural team
- Service orientation necessary in the function of advisor

Job Description:

- Under guidance of the Ambassador and the Head of Cooperation, the Political Advisor (PA) conducts contextual, political and security related analyses in an autonomous manner
- He/she provides independent and unbiased information and analysis related to emerging political trends
- Interprets their implications in relation to development cooperation in general and the Swiss programme in Nepal in particular
- In addition, the PA is responsible for developing, monitoring, and steering assigned programmes/projects of the Federal State Building Domain of the Swiss Cooperation Strategy 2018-21
- He/she shall support the supervisors in the quality assurance of SDC's programme implementation, contribute to the formulation of concepts, plans and strategies, as well as to the monitoring of and the reporting on the SDC programmes and projects through the SDC Annual Report

Contract Duration: 4 years fixed term contract with possibility of extension

Detailed Terms of Reference:

- Please visit website: <https://www.fdfa.admin.ch/countries/nepal/en/home/news/open-job-vacancies.html>

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
Embassy of Switzerland

Vacancy Announcement

Switzerland through its development cooperation has been engaged in Nepal for more than half a century. With the establishment of its Embassy in Nepal in August 2009, Switzerland's assistance in Nepal continues to focus on federal state building, employment and income through agriculture, rural infrastructure and vocational skills, as well as migration. Switzerland is committed to support Nepal's socio-economic development and federal state building at national and subnational levels.

The Embassy of Switzerland offers a competitive salary and benefit package as well as a stimulating team and working environment. We are looking for Nepali National for the following position for a **4 years fixed term contract with possibility of extension**:

Political Advisor

Under guidance of the Ambassador and the Head of Cooperation, the Political Advisor (PA) conducts contextual, political and security related analyses in an autonomous manner. He/she provides independent and unbiased information and analysis related to emerging political trends, and interprets their implications in relation to development cooperation in general and the Swiss programme in Nepal in particular. In addition, the PA is responsible for developing, monitoring, and steering assigned programmes/projects of the Federal State Building Domain of the Swiss Cooperation Strategy 2018-21. He/she shall support the supervisors in the quality assurance of SDC's programme implementation, contribute to the formulation of concepts, plans and strategies, as well as to the monitoring of and the reporting on the SDC programmes and projects through the SDC Annual Report.

Required Technical Competence

Master's degree with specialisation in political science, international relations, law, public administration, social science or other related fields; Minimum of 5 years of relevant professional experience; Good understanding of the interwinement of the political and development agencies in Nepal; Proven understanding and application of gender equality and social inclusion (GESI) mainstreaming in political analysis and project and programme management; Excellent written and spoken English and Nepali; Good knowledge of computer applications.

Required Methodological / Social Competence

Experience and knowledge in project cycle management (PCM) in an intercultural context including planning, monitoring, evaluation and transferring into action; Proven facilitation, moderation and presentation skills; Outstanding analytical report writing skills in English; Very pronounced analytical and conceptual thinking, and the ability to capture it in clear and logical report writing; High degree of personal responsibility and ability to work autonomously; Focus on objectives and results, and the ability to cope with stressful situations; Pronounced ability for self-reflection, and proven capacity for learning and changing the way of thinking and working; Very pronounced ability to communicate including with experience in public relations, particularly in communications for development; Sound knowledge and understanding of the needs, processes and working environments of the national media in all its forms (print, tv, radio, social etc.); Pronounced ability to deal with criticism and conflict; Proven ability to work in a multicultural team; Service orientation necessary in the function of advisor.

Detailed Terms of Reference is available on the following website
<https://www.fdfa.admin.ch/countries/nepal/en/home/news/open-job-vacancies.html>

Application in English with immediate contact address and a telephone number; an updated bio-data; copies of citizenship certificate and academic credentials; and reference from former employer(s) should reach at the latest by **17:00hrs on 4th December 2018** through post or through email kathmandu.application@eda.admin.ch. Please clearly mark "Application Political Advisor" respectively on the envelope / subject of the email.

Head
Personnel and Administration (Chancery)
P.O. Box 113
Kathmandu, Nepal

Only shortlisted candidates will be contacted. The Embassy reserves the right to reject any or all applications without assigning any reasons.

The Embassy of Switzerland in Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (women and candidates from Dalit, Janajati, Madhesi/Terai, and other minority community).

Applying Procedure

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