

Your organizational talent enables a future worth living for children!

As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm.

For our offices in Zurich the International Programmes Department is looking for an:

Assistant Global Programmes Director (100%)

Starting date: immediate or as per arrangement

In our dynamic International Programmes team, you will be responsible to support the Global Programmes Director (GPD) in fulfilling his task to lead the International and National Programmes Departments. Your excellent coordination, organisational and people skills will to a large extent contribute to the smooth day-to-day running of these departments and ensure effective flow of communication internally, across departments, across our SC Federation and externally towards our stakeholders and partners.

What makes your role particularly interesting

- Support the Global Programmes Director in the day-to-day running and administration of the International and National Programmes Departments
- First line of response to all general queries addressed to the Global Programmes Director
- Management of the communication and meeting schedules of the Global Programmes Director including email prioritisation, preparation of meetings and presentations, writing minutes, support follow-up actions, etc.
- Coordinate and / or lead on internal and inter-departmental tasks such as contributions to Board meetings, annual appraisals, data collection and analysis, monitoring of Key Performance Indicators (KPIs) etc.
- Coordinate and / or lead on research and knowledge management on distinct pieces of work as assigned.

Your great deal of experience

- Advanced studies, or comparable work experience, in the field of Social Science, International Development studies and/or Business Administration
- Previous experience in supporting leadership functions including a proven track record of managing sensitive and confidential information
- Excellent written and verbal fluency in English
- Skilled in MS Office applications (Word, PowerPoint, Excel) and video conferencing applications (Teams, Skype, Webex etc.)
- Outstanding ability to communicate clear, concise and content focussed
- Proficient in prioritisation and management of a large and varied workload as well as excellent multitasking abilities.
- Ability to take initiative, self-motivating, pragmatic and solutions focused attitude
- Comfortable with working independently as well as in teams
- Analytical skills and knowledge of basic research methods and reporting techniques
- Familiarity with data analysis and manipulation tools such as Power BI or other would be an advantage

What we can offer you

- An exciting, meaningful challenge in an international environment
- Extensive exposure to the international aid and development sector
- A very professional but uncomplicated working culture in a diverse team
- Flexible working hours, home office option and central offices in Zurich
- A competitive remuneration and social benefits package

We promote diversity in our team and therefore welcome applications from people of diverse nationality(ies), ethnic and social origin, religions, sexual orientation and identity, different ages and genders, as well as people with disabilities.

The UN Convention on the Rights of the Child is the basis of all our work. Our child protection policy requires that all employees sign our child safeguarding declaration and hand in their criminal record.

Interested? Please send a complete application via email to jobs@savethechildren.ch.