



Your expertise in humanitarian and development programming 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 a:

Programme Development Manager "Child Rights & Business / Child Labour" (80-100%)
Starting date: as per arrangement

In our dynamic International Programmes team, you will be reporting to the Global Programmes Director and providing leadership in the development of child-focussed programmes across the topic of child labour in global supply chains and its root causes (e.g. poverty, limited access to education, lack of child protection).

What makes your role special

- Responsible for technical oversight and quality programming as well as project monitoring (incl. budget versus actuals and assessing the need for amendments). Identify risks and ensure mitigation strategies are in place and conduct monitoring visits as necessary.
- Collaborate with country offices and service providers to create holistic and appealing proposals for potential partners and ensure thematic and overall quality of proposal (narrative, financial, technical) as well as general compliance with donor requirements and regulations in collaboration with the grants management team.
- Promote and position Save the Children as Child Rights & Business (CRB) expert organisation in Switzerland: Join relevant round table events / working groups and speak at webinars or events related to CRB.
- Support the acquisition of CRB corporate partners and develop pitch content (inspirations / concept notes) and join acquisition meetings led by the corporate partnerships team to share your technical expertise and develop joint ideas with potential corporate partners.
- Support and ensure quality reporting (narrative, technical and financial) and contribute to the identification of learning and evaluation of results.

What we are looking for

- Between 5 - 10 years' experience in humanitarian and development programming in complex environments and several years in Human Rights Due Diligence in global supply chains (preferential agriculture/ garment industry, etc).
- Thorough understanding and experience in large scale programming, strategy development and implementing organisational vision and strategies.
- Demonstrable experience in designing and implementing child-focused programming within at least two of the following thematic and cross thematic areas: Child Labour, Child Protection and Protection of Vulnerable Groups, Education, Adolescents and youth empowerment, Poverty and Livelihoods or Migration.
- Proven track record in leading complex, multi-stakeholder proposal development, reporting and audit processes in compliance with donor requirements of main Swiss and International institutional donors, corporations and Foundations and proficient in reviewing the technical aspects of proposals and reports prepared by self or other colleagues.
- Strong communication and presentation skills combined with a "sales mentality", supporting the fundraising teams during Child Rights & Business / Child Labour related acquisition activities.
- Excellent written and verbal fluency in English and French, German is an asset.
- Proven ability to lead and thrive in a matrix management environment, take initiative and self-motivating with a pragmatic, 'can-do' outlook on work as well as proven ability in prioritisation

and management of a large and varied workload (incl. setting and meeting of deadlines and targets).

- A well-developed understanding and ability to critically analyse challenges and opportunities posed by major trends affecting our sector such as the drive towards increased localisation, alternative financing models, technology for development and others.
- Proven track record in managing complex, multinational projects with different implementation bodies/ service providers (inside and outside of Save the Children).
- Proven ability to influence change at operational and strategic levels across varied cultural and diversity contexts.

What we can offer

- 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 jobs@savethechildren.ch.