

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our Acquisition Team we are looking for a result-oriented and innovative Acquisition Manager as per **June 2024 and until the end of January 2025**, as a replacement due to maternity leave.

ACQUISITION MANAGER (F/M/D) 60-80%

Helvetas maintains an Acquisition Desk which coordinates and supports the acquisition of mandated projects. The desk screens call for bids and proposals of all major donor agencies and is the competence centre during the preparation of offers, responsible for monitoring of acquisition activities, process supervision and support, and quality control.

YOUR MAIN TASKS

As Acquisition Manager you complement and strengthen our small but dynamic team. You participate in the regular screening of donor trends and tender opportunities and the supervision of internal acquisition procedures. Keeping track of pending decisions & deadlines and supporting the coordination of resource allocation to acquisition endeavours is an important task of your work. With your steadily growing knowledge on donor's procedures you contribute to the elaboration and the quality control of offers. Furthermore, you contribute to the further development and maintenance of our internal database relevant for biddings. You are involved in the documentation of good practices and know-how regarding the acquisition of mandates and participate in the preparation and moderation of respective internal training events. In addition, you contribute to a smooth functioning of the desk through administrative tasks.

YOUR QUALIFICATIONS

- Degree in business administration, international relations or any other relevant field
- Strong interest and experience in working at the interface of development cooperation and humanitarian aid.
- Experience in Project Cycle Management; working experience in development countries is an advantage
- Know-how of funding modalities and procedures in international cooperation and experience in the preparation of offers is an asset
- Reliable and exact working style, high level of self-organisation and service-orientation
- Ability to work under pressure and to meet tight deadlines
- Excellent spoken and written English and at least one additional language (Spanish, French or German), more languages are a plus
- Very experienced user of MS-Office tools (Excel, Word, Outlook)

OUR OFFER

A challenging position in a small team and a multicultural setting, attractive working conditions and a main workplace in Bern or Zurich (and, if required, once per week in the other office; both offices close to the main train station). We are an equal opportunity and family-friendly employer. This position is limited until the end of January 2025.

We look forward to receiving your complete application including motivation letter, CV, work certificates and diplomas by March 24, 2024. Please send your application via our [online recruiting portal](#).

For additional information please contact Balthasar Stammach, Team Leader Acquisition, at +41 (0) 44 368 65 69 or visit our website www.helvetas.org.