

HELVETAS is an organization specialised 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.

We welcome applications from motivated individuals for the following post at our offices in Zurich or Bern. The expected starting date is December 2024.

## HEAD, LEARNING AND INNOVATION (F/M/D) 80-100%

The Learning and Innovation (LNI) team provides advisory services to HELVETAS projects and programs worldwide as well as to external clients. The LNI team plays a lead role in shaping the organization's approach to learning, innovation, collaboration, and Results-Based Management (RBM), in online and face-to-face contexts. It also contributes to the organization's digitalization initiatives. In all of its work, the LNI team emphasizes the importance of participation and ownership, and the link between evidence and action, as contributors to greater effectiveness in our work.

The LNI Head plays a combined role as team leader (mentoring, supervising, budgeting, providing strategic direction) and as a senior advisor, providing relevant services to internal and external clients, leading or contributing to acquisition efforts, and furthering our expertise in selected working fields.

### MAIN TASKS

As Head of the LNI team, your main leadership tasks include:

- Steer the further development of the LNI domain, including leading the elaboration of key strategic documents
- Provide leadership to the LNI team and create a positive work environment with a particular emphasis on collaboration and joint learning, both internally and in relevant networks and fora
- Lead the team in its efforts to strengthen HELVETAS' innovation, accountability and learning efforts, from project to program to institutional contexts
- Oversee the development of a balanced portfolio, acquisition efforts and capacity planning that ensure both the financial viability of the team and adequate internal support for learning and innovation
- Foster exchange with other Advisory Services teams, the People & Culture Department, the work streams related to Digital Transformation and the efforts to digitalize Helvetas' Project Management processes.

Your main advisory tasks include:

- Provide LNI-related services to a variety of internal and external clients in the areas of own core competence which may include RBM, evaluations, facilitation of multistakeholder events (online and face-to-face), capacity strengthening, innovation, strategic use of digital technologies, etc.
- Position HELVETAS in relevant international fora as a competent and experienced organization in the LNI domain
- Mentor and support thematic advisors both at head office and in the field, with a view to ensuring a high level of quality of our work in general and the successful implementation of LNI-specific tasks in particular

- Lead acquisitions in your area of expertise.

## YOUR QUALIFICATIONS

- Master's degree related to knowledge management, monitoring & evaluation, international development, or other relevant studies
- Excellent knowledge of and experience in several key topics of the LNI working area, such as results based management, knowledge management, collaboration, innovation, and digitalization
- At least seven years of experience in development cooperation, including a combination of at least one long-term assignment in the Global South as well as short-term consultancies that are thematically relevant
- Proven experience in communication and process facilitation with a variety of actors
- Direct experience with supporting the strategic use of digital information and communication technologies
- Demonstrated leadership and management skills in a complex environment; ability to coach and support staff and cultivate positive team spirit
- Analytical strength and methodological competencies in development cooperation
- Excellent listening, communication and advisory skills, intercultural and gender sensitivity
- Ability to establish and maintain good advisor-client relationships
- Excellent spoken and written English as well as French or Spanish
- Adaptability to a variety of working environments in international settings as well as occasional international travel

## OUR OFFER

We offer you an interesting challenge in a motivated team with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Zurich or Bern with attractive working conditions.

We look forward to receiving your complete application including motivation letter, work certificates and diplomas by June 30, 2024. Please send your application via our [online recruiting portal](#). For additional information, please contact Sandra Leite (+41 44 368 65 67) or visit our website [www.helvetas.org](http://www.helvetas.org).