

## International Project Manager Africa

Suyana Foundation is a private non-profit, politically independent and denominationally neutral organization established in 2003 in Switzerland. Our vision is to empower people and rural communities sustainably. In Bolivia and Peru, we achieve this through implementing our own holistic programme. In Switzerland, as well as in other focus countries, we cooperate with partners for specific projects. Our newest collaboration, in line with Suyana's expansion, is situated in Eastern Africa.

To achieve our growth ambition, we are looking for an **International Project Manager Africa** with a focus on supporting the growth of our international community development programmes in this continent, identifying and developing new ones. The position is primarily based at our headquarters in the center of Zug, Switzerland. However, alternative work locations can be discussed with the selected candidate. The role will involve frequent travel to African countries. The reporting will be to the Head of International Partner Projects.

The ideal candidate is aligned with Suyana's values (concern, adaptation and sustainability) and shares the passion for holistic community development and international cooperation. S/He is expected to be a proactive individual, capable to work independently, result-oriented with a strategic vision and a strong commitment. A person with work experience in African countries, who will always be able to be present in the field whenever required (physical presence in the projects) and has a strong desire to develop new projects and improve the existing ones.

### General roles and responsibilities

- Project management: supervision, management and monitoring of the existing projects and partnerships in different countries in Africa (Sierra Leone, Uganda and Rwanda)
- New project development: Identification, development and implementation of new projects in Africa (either with known partners or new partners)
- Context analysis for new project countries: Elaboration of context analysis for new project countries
- Independent and accurate project management: Preparation and updating of project documentation, monitoring and financial control of projects. Co-ordination with local partners.
- Financial Management: Overseeing project budgets, ensuring value for money and meeting financial targets
- Monitoring of project objectives and impact indicators (MEAL): Management and development of existing impact measurement and management tools to achieve the project's goals and objectives and to further improve/adjust our current development projects in direct coordination with the Impact Manager
- Communication and reporting: Regular reporting to the line manager/board, maintaining fluid and transparent communication on project progress and challenges

### Skills & qualifications

- Minimum 3 years of work experience acquired in project management and project experience in Africa
- Sensible to Suyana values (concern, adaptation and sustainability)
- A passion for holistic community development and international cooperation
- A person who is results focused
- Proactive and reliable, with a great capacity to work autonomously as well as a team player
- Excellent analytical, problem solving and communication skills
- Excellent interpersonal skills in a fast-paced multicultural and multilingual environment
- Bachelor's or Master's degree in social sciences or equivalent experience in international development cooperation or related area
- Studies or experience in project management (planning, implementation, monitoring, evaluation and impact measurement) is required

- Proven leadership skills with experience in leading teams
- Fluency (verbal and written) in English, any additional language is an asset
- Excellent IT skills in MS-Office
- Valid Swiss work permit, or EU citizens

### **What Suyana offers**

In an exciting expansion phase, we offer a space for your own ideas. An open atmosphere for discussions, high level of responsibility and attractive compensation are essential elements of our corporate culture. You can expect a highly motivated, young team of experts from various fields and a position with long-term development potential. We also offer a competitive package compensation in terms of salary, insurance, compensation for travelling.

Join our mission in empowering people and communities sustainably and become part of our social vision! We look forward to receiving your complete application (CV, cover letter, certificates) in English by email to [hr-schweiz@suyana.ch](mailto:hr-schweiz@suyana.ch).