



Vacancy Announcement

Switzerland through its development cooperation has been engaged in Nepal since 1959. With the establishment of its Embassy in Nepal in August 2009, Switzerland's cooperation with Nepal continues to focus on federal state building, employment and income as well as migration. Switzerland is committed to support Nepal's socio-economic development and federal state building at national, provincial and local level.

The Embassy of Switzerland offers a competitive salary and benefit package as well as a stimulating team and working environment. We are looking for a young, energetic Nepali national for a **2 years fixed term contract with possibility of extension**.

Economic Affairs Officer

As a member of the Embassy team, the Economic Affairs Officer shall:

- Support the expansion of economic cooperation between Nepal and Switzerland, including through increased cross-border trade and investments.
- Serve as a focal point for Swiss investors and companies, identifying key sectors, opportunities and associated risks for investments in Nepal.
- Provide support on economic analysis to the Head of Mission and the Embassy team, including preparation of the yearly economic report and periodic economic updates.
- Collaborate and coordinate with Development Finance Institutions (DFIs) and Development Partners (DPs) to support increased investments into Nepal.
- Provide support to provincial and local governments on request, including for the development of economic vision and presentation of policy and programmatic initiatives to promote economic transformation.
- Support the design, implementation, steering, and monitoring of Swiss funded programmes on economic development, provide advice on strategic entry points for Swiss support in the areas of economic development, foster and nurture partnerships with key stakeholders in the public as well as private and financial sector space.
- Support with strategic expertise and innovative ideas on economic and private sector development to strengthen the economic development portfolio of Swiss Agency for Development and Cooperation (SDC), while remaining within the framework of Swiss Cooperation Strategy for Nepal and ensuring alignment with national policies and priorities.
- Ensure that the project cycle is managed timely and that the planning and implementation of projects in the areas of economic development are of high quality. The Economic Affairs Officer ensures the follow-up of project planning, implementation and reporting.
- Contribute to the formulation of new strategies and to the annual programmes and reports.
- Represent Switzerland and promote SDC including its values and principles; shares and exchanges information about Switzerland's activities in Nepal; and integrates a Nepali perspective and knowledge.

Required Technical Competence

Master's degree in Economics, International Development, Development Finance, or a related field; Minimum 3 years of practical work experience in the private sector or the development sector related to enterprise ecosystem development, investment climate, development finance, trade and investments, or a related field; Experience in private and financial sector development and knowledge of blended finance instruments would be an added advantage; knowledge in macroeconomic analysis, sector-level analysis; Good understanding of the intertwinement of the political and development agendas in Nepal; Familiar with the functioning of the Federal, the Provincial and Local Governments, as well as the Non-Governmental Organisations (NGO) sector; Proficiency in spoken and written English and Nepali; Aptitude to learn Project Cycle Management PCM.

Required Professional/Personal and Social Competence

Conceptual and analytic abilities, methodological competence including moderation and results-based management, project and process management in an intercultural context, responsibility and ability to work independently, ability to make decisions and to implement them, goal and result oriented, innovation, to think out of the box to be able to initiate changes and manage it, brings in a new perspective and visioning, communication and making contacts, building and fostering productive partnerships, good team player, networking skills, negotiation skills, ability to deal with criticism and conflicts.

Detailed Job Description is available on the following website

<https://www.fdfa.admin.ch/countries/nepal/en/home/news/open-job-vacancies.html>

Application/Motivation letter in English with immediate contact address and a telephone number; an updated bio-data; copies of citizenship certificate and academic credentials; and reference from former employer(s) should reach at the latest by 17:00hrs on 22 May 2022 through email as attachment (please do not provide a link to google drive or any other cloud server) at kathmandu.application@eda.admin.ch or through post. Please clearly mark "**Economic Affairs Officer**" on the envelope / subject of the email.

Head
Personnel and Administration (Chancery)
P.O. Box 113
Kathmandu, Nepal

Only shortlisted candidates will be contacted. The Embassy reserves the right to reject any or all applications without assigning any reasons.

The Embassy of Switzerland in Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (women and candidates from Dalit, Janajati, Madhesi/Terai, and other minority community).