



**HELNETAS**  
Intercooperation

**GERMANY**

HELNETAS Intercooperation is a young and small German non-governmental organization, which is committed to improve the living conditions of disadvantaged people in developing countries. It is rooted in the tradition and experience of HELNETAS Swiss Intercooperation and is politically and denominationally neutral. As a member of the international HELNETAS Network HELNETAS Intercooperation is engaged in over 30 of the world's poorest countries and contributes to reducing poverty through specific development projects in rural parts of Africa, Asia, South and Central America and Eastern Europe.

Currently HELNETAS Intercooperation is looking for an active and enthusiastic young professional who would like to learn on the job and grow with the organization for the function of

## PROGRAMME SUPPORT OFFICER F/M (60-80%)

Starting April 15, 2016 with an initial contract for 12 months and a probation period of 3 months.

### MAIN TASKS

The tasks of the Programme Support Officer are of a broad nature, taking care that processes between Network Members are aligned. This includes support with acquisition of mandates and administrative backstopping of projects. There is room to support the further development of the organisation and opportunity to express entrepreneurial skills.

### YOUR QUALIFICATIONS

To qualify for this function you have at minimum a bachelor degree or other practical education with additional relevant experience, ideally in an international organisation and/or in developing countries. You expose strong organisational, communication and negotiation skills, you are stress resistant and recognize and set priorities and are result oriented; you are used to working under pressure for meeting deadlines. Further, you like working in a team and have networking skills. You are service and client oriented and have a reliable and productive working style. You speak German as a first language and are likewise confident in English. Above all, you share the HELNETAS organisational value system and development concepts.

As Programme Support Officer you have the unique chance to support building up a young and promising development cooperation organisation.

We look forward to receiving your electronic application, including your CV and an indication of expected salary level, all in one pdf-file, which you please send to [info@helvetas.de](mailto:info@helvetas.de) before February 22<sup>nd</sup>. For inquiries you can contact Louise Lutikholt, Co-Director under +49 228 9265013.