



Sweden/შვედეთი

**Sverige**

## Vacancy: National Programme officer for Development Cooperation

The Embassy of Sweden in Tbilisi invites applications for the position of a National Programme Officer for Development Cooperation with temporary contract starting from January 2025.

The Embassy's team for development cooperation manages Sweden's bilateral development cooperation through Swedish international development cooperation agency, Sida. The development cooperation is governed by Sweden's Reform Strategy for Eastern Europe 2021-2027. The strategy focuses on four areas: 1) Human rights, democracy, the rule of law and gender equality, 2) Peaceful and inclusive societies, 3) Environmentally and climate-resilient sustainable development and sustainable use of natural resources and 4) Inclusive economic development.

### Job Description

- Be responsible for assessing and drafting appraisals, decisions, and agreements, monitoring and reporting of programmes, mainly within the area of inclusive economic development, market development and economic integration with European Union (EU). Other areas/sectors such as environment, democracy and civil society may also be included.
- Independently carry out risk analysis, budget analysis and financial follow-up of programmes including reading and acting on audit reports. The national programme officer will on a daily basis work in Sida's different online systems for programme administration, monitoring and evaluation purposes.
- Establish and maintain contact and dialogue with a number of different Georgian and international actors from different sectors as well as different bilateral and multilateral donors.
- Closely follow and analyze the developments in Georgia in the areas of responsibility.
- As a member of the Embassy's staff, represent the policies of the Swedish government.
- Undertake other tasks that might occur within the development cooperation team and in the Embassy.

### Qualifications

- University degree in one or several of the following: Economics, Business, Political Science, Law or other relevant experience.
- Excellent command of English and Georgian, both written and spoken.
- Minimum 5 years of relevant work experience, preferably in development cooperation, economic development, or market integration.
- Experience from working in an international environment (such as embassies or international organisations) and/or with development cooperation.
- Excellent analytical skills.
- Good judgement, integrity and good self-awareness.
- Be structured, organized and with good administrative capacity.

- Be both a team-player and able to work independently with high level of responsibility, taking own initiatives.
- High level of work ethics.
- Ability to work under pressure, demonstrate flexibility and adapt easily to new tasks and responsibilities.
- Excellent computer literacy.

### Desired skills and characteristics

- Practical experience working with access to finance instruments, guarantees, or similar financial tools.
- Knowledge of the EU, its institutions, and structures.
- Knowledge about Georgia's Association Agreement with EU including the Deep and Comprehensive Free Trade Area (DCFTA).
- Experience from working with private sector development and/or public-private-partnerships with emphasis on small and medium sized enterprises.
- Knowledge of green economy (transition to a low-carbon economy, and environmental and natural resource management).
- Knowledge in Swedish is a merit.

### General information about the position

The national programme officer reports directly to the head of Development Cooperation. The national programme officer should be able to work independently but will also work closely with the other colleagues in the team as well as with colleagues at Sida Headquarters in Sweden. The working language is English.

The employment will be in accordance with the Embassy's Locally Engaged Staff Terms and Conditions. The salary will be decided based on the successful candidate's individual skills and experience and the Embassy's terms and conditions. The position is full time, 40 hours per week. The position is temporary from January 2025 until end of August 2025. There is a possibility to prolong to a permanent position.

Interested candidates that fulfill the requirements are welcome to send their application: CV and a cover letter (including three reference persons) in English to: **ambassaden.tbilisi@gov.se** with subject "Position National Programme officer". Closing date: November 26th, 2024, EOB. The embassy will not be able to take telephone inquiries about salary levels, pension schemes etc. Should you have any additional questions, please send your questions to **ambassaden.tbilisi@gov.se**. Applications without cover letter will not be accepted. Applicants are encouraged to apply as soon as possible as interviews will be conducted on a rolling basis.

Please note, due to the volume of applications that we receive, only shortlisted applicants will receive notifications on next steps. Interviews will be held in English.