

HELVETAS Swiss Intercooperation is a leading development organisation anchored in Switzerland. Our vision is a just world in which all men and women 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 office in Zurich or Bern. The expected starting date is as soon as possible.

## EVALUATION AND LEARNING ADVISOR F/M (80%)

The Evaluation and Learning Advisor is a member of our Knowledge and Learning (KNL) team, which provides advisory services to HELVETAS programmes worldwide as well as to external clients. The KNL team plays a lead role in shaping the organisation's approach to knowledge sharing, learning, collaboration and monitoring and evaluation (M&E), in online and face-to-face contexts. In terms of both M&E and Knowledge Management, the KNL team emphasizes the importance of participation and ownership, and the link between evidence and action, as contributors to greater effectiveness in our work.

### MAIN TASKS

You will be responsible for contributing to the quality of the team's work as well as to the successful implementation of projects. Your main tasks include the following:

- Independently manage a task set within advisory mandate(s) from external clients
- Support the organisation's evolving orientation (including both qualitative and quantitative methods) towards M&E through ongoing advice, contribution to conceptual outputs and facilitation of related dialogues
- Provide KNL-related support to a variety of internal and external clients, particularly regarding facilitation of participatory processes
- Promote a collaborative work environment by proactively sharing knowledge and learning related to the KNL domain, both internally and in relevant networks and forums

### YOUR QUALIFICATIONS

- Master's degree related to evaluation, knowledge management, and/or international development
- Thematic experience in the field of monitoring and evaluation
- At least four years of experience in development cooperation, ideally including a combination of continuous long-term assignments in the South/East as well as short term consultancies that are thematically relevant
- Excellent analytical and conceptual skills and working experience in project cycle management
- Proven experience in communication and process facilitation with a variety of actors
- Good communicator and able to work in teams as well as independently
- 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 (including fragile contexts)

## WE OFFER YOU

Attractive working conditions in small teams and a multicultural setting, work place in Zurich or Bern (both offices are close to the main station).

We look forward to receiving your complete application including motivation letter, CV, work certificates and diplomas by January 24, 2018. Please send your electronic application to [applications@helvetas.org](mailto:applications@helvetas.org). For further information visit our website [www.helvetas.org](http://www.helvetas.org).