

HELVETAS Swiss Intercooperation is a 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 are currently looking for an initiative, committed and flexible

**REGIONAL FUNDRAISING OFFICER F/M 100%
BASED AT ONE OF OUR PROGRAM OFFICES (YANGON, VIENTIANE OR HANOI) WITH
FREQUENT STAYS IN THE OTHER TWO OFFICES AND OCCASIONAL TRAVEL TO FIELD
PROJECTS**

Helvetas Swiss Intercooperation works in five key areas: Sustainable and Inclusive Economies, Skills Development and Education, Water and Infrastructure, Environment and Climate Change and Governance and Peace.

Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

MAIN TASKS

- Contribute to early intelligence on funding opportunities
- Screen systematically sources where funding opportunities are published
- Explore partnerships for funding opportunities
- Establish and maintain contacts to donors for funding opportunities
- Coordinate the process around the elaboration of proposals
- Support the design of project proposals, giving conceptual and technical inputs
- Write - in fluent English - concept notes and full proposals

YOUR QUALIFICATIONS

- Master in Development Studies or similar
- Trained in development planning tools
- One-year exposure to development cooperation in the field (e.g. from internships), preferably in South-East Asia
- Good understanding of donor requirements
- Excellent conceptual and analytical skills
- Excellent communication skills, both oral and written
- Good visualization and presentation skills
- High awareness of gender, social equity and conflict sensitivity
- High level of independence and flexibility (attention: multiple duty stations)
- Sociable personality; easy to go; good team player
- Native English speaker
- Burmese, Lao, Vietnamese or any minority language are an advantage
- Proficient user of MS Office package
- Ready to travel between the three offices

WE OFFER YOU

A regional contract, 100% for one year (extendable), a multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including motivation letter, work certificates and diplomas by January 20, 2019. Please note that three references are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise.

Please send your electronic application to applications@helvetas.org. Visit our website www.helvetas.org or the country websites <https://www.helvetas.org/en/myanmar>, <https://www.helvetas.org/en/laos>, <https://www.helvetas.org/en/vietnam>,