

Job opportunity at Skat

Team Leader - Local Governance Moldova

Role	Local governance expert and project manager
Employer	Skat Consulting Ltd., St. Gallen, Switzerland
Position Type	100%
Location	Based in Chisinau, Moldova
Degree Required	Public Administration or other field relevant for the position
Languages Required	English and Romanian or Russian

Skat Consulting Ltd. is looking for an **experienced local governance expert and project manager** for the function of a team leader of a local governance project in Moldova. The project is currently under public tender.

Skat Consulting Ltd. is a Swiss consulting company with 40 years of track record of successful, high-impact projects and partnerships, adding value to companies, organizations, and government agencies at home and abroad. We are well-known as independent resource centre and consultancy working in the fields of development and humanitarian aid. We have strong experience in implementing Swiss funded projects; since more than 10 years we are supporting local public administrations in Moldova and neighbouring countries. We are therefore in an excellent position to bid for the project.

Project summary

The Swiss Cooperation Office in Moldova is to realize a program on strengthening democratic processes and the effective enjoyment of quality public services at the local level. The programme's overall long-term vision is that- bolstered by a coherent policy framework - women and men, especially members of excluded groups, will be empowered to voice their needs and demand quality public services. Local Public Administrations will be enabled to react to these demands; their technical and managerial capacities will be enhanced to provide quality services for all. Better access to public finance will enhance sustainability of their efforts. Altogether, this will lead to better quality services provided at the local level and an increased satisfaction of the population. As a result, the program is expected to contribute to gradually building trust between citizens and their elected

representatives/LPAs. In the long-term, this should contribute to generating increased social cohesion from below.

Duty station and contract duration

- Based in Chisinau, Moldova
- Team lead during phase 1 of the project: 01.11.2019 - 31.10.23; intermittent inputs to the project preparation: 01.02.2019-31.10.2019 (optionally)

Tasks of the team leader

- Overall responsibility for operations of the project in Moldova, in close coordination with the project director and thematic backstoppers at Skat headquarter
- Lead of the project facilitation team of Moldovan experts and support staff
- Responsible of relations with project partners in Moldova and the Swiss Cooperation Office
- Lead of administration, finances and human resources management
- Lead of monitoring, reporting, steering
- Lead in conceptual matters and project implementation

Qualifications & Experience

- Confirmed experience in managing local governance programs (particularly social inclusion, social cohesion, accountability systems, public finance management)
- Confirmed experience in programme management and in the management of a team of 5-10 staff and an important volume of consultancies
- International professional experience, including in CIS countries and, preferentially, in Moldova
- Knowledge of English and Romanian or Russian

We offer attractive remuneration and working conditions as part of Skat's dedicated and dynamic team.

Deadline for Submission of Application

Please send your full application by email to Violeta.Zivanovic@skat.ch as soon as possible, **latest on 12.08.2018.**

Questions can be addressed to Florian.Klingel@skat.ch.

Download the vacancy [here](#)

Water and Sanitation Communications & Network Coordinator

Role	Water and Sanitation Communications & Network Coordinator
Employer	Skat Consulting Ltd., St. Gallen, Switzerland
Position Type	80-100%
Location	Skat Consulting Ltd., Vadianstrasse 42, St. Gallen, Switzerland
Duration	6 months probationary period beginning 2 September 2018 1 month notice period
Experience Level	Junior (0-5 years non-Academic experience)
Degree Required	Bachelors or Masters Degree in a water related topic
Languages Required	Essential: English (Fluent - C1/C2), French (Fluent C1/C2), Highly Desirable: Spanish (Fluent C1/C2)

Description

The role of the Water & Sanitation Communications & Network Coordinator is to support Skat to engage with a wide range of stakeholders on issues relating to water supply, water resources, sanitation and hygiene; and to support the day-to-day running of the networks for which Skat provides secretariat services.

The role involves knowledge-brokering between different stakeholder groups across international development and humanitarian intervention and thus requires understanding, and ideally some field experience, of these issues.

The position would suit a junior professional with a strong interest in water management and Water, Sanitation and Hygiene (WASH) in low and middle-income countries who wants to develop an understanding of the sector. This role needs a people-person who is an exceptional communicator through a variety of media, is energetic, friendly, organised and reliable.

Responsibilities

- Maintaining online platforms and social media visibility.
- Supporting production of news updates.
- Coordinating the production of webinar series and e-discussions.
- Synthesis and analysis of technical and policy materials to clearly explain them to specific target audiences.
- Supporting Skat presence at conferences, training courses, young professional activities and other face-to-face events.
- Support production of publications and training materials.

- Administrative the internal management, monitoring and reporting.

Qualifications & Experience

- Graduate or post-graduate in a water resources, Water Sanitation and Hygiene (WASH), or related topic.
- Organised, self-motivated, able to work independently and as part of an international virtual team.
- Comfortable and concise with using social media platforms and synthesising information into clear language suitable for a broad audience.
- Spoken and written fluency in English and French is essential to be able to engage with Anglophone and Francophone audiences.
- Spoken and written fluency in Spanish is highly desirable for extending the reach of the network into Latin America and the Carribean.

Deadline for Submission of Application

Eligible and interested candidates should submit a letter of application and a detailed CV in English language and in electronic format not later than 31th August 2018 to: Skat Consulting Ltd., attn. Ms Violeta Zivanovic, Vadianstr. 42, CH-9000 St. Gallen, Switzerland;

Email: violeta.zivanovic@skat.ch

