



Vacancy announcement

National Programme Officer (Climate Change and Environment domain)

Duty station	Yerevan, Armenia
Supervisor	Head of Cooperation Armenia
Start of employment	15 January 2026
Job type	Full time
Employment term	Permanent
Probation period	3 months

Institutional context

The Swiss Cooperation Office for the South Caucasus (SCO) is responsible for coordinating the Swiss development cooperation in the South Caucasus, in particular of projects funded by the Swiss Agency for Development and Cooperation (SDC) and the State Secretariat for Economic Affairs (SECO).

The SCO Programme Office Yerevan is looking for a **National Programme Officer (Climate Change and Environment domain)** to complement its team based in Yerevan. The NPO will be in charge of consolidating the domain as integral part of the enlarged International Cooperation Portfolio in Armenia. She/he will be responsible for the management of current and elaboration of new interventions in the field of Climate-resilient and sustainable natural resource management, establishing networks with relevant stakeholders and partners and analyzing the situation and opportunities in the thematic sector. She/he will act as a focal point for Climate, Disaster Risk Reduction and sustainable natural resource management and ensure the mainstreaming of these topics in the Swiss project portfolio. The NPO will play a key role in managing stakeholder relationships and the coordination and implementation of regional projects in close coordination with the regional office and the SDC Head Office.

Tasks of the National Programme Officer (Climate Change and Environment domain)

Under the guidance and direct supervision of the Head of Cooperation Armenia, the incumbent will

1. Overall Strategy and Programme Development

The position supports the strategic development and implementation of Swiss International Cooperation in Armenia and the South Caucasus region. Key responsibilities include:

- Contribute to shaping the Swiss cooperation programme in Armenia and the South Caucasus region.
- Assess the climate and environment sector to identify new opportunities and relevant stakeholders. identify opportunities for new interventions and stakeholders.
- Advise and assist management in engaging with government officials.
- Facilitate collaboration and coordination among international donors.
- Support planning, monitoring, and reporting of the cooperation portfolio, including context analysis and policy development.
- Lead communication efforts on thematic initiatives.

2. Elaboration, steering and monitoring of the projects/programmes (Project Cycle management (PCM))

- Execute the full project cycle management (planning, monitoring and evaluation) in the climate/environment domain for efficient and effective steering of the domain portfolio according to institutional requirements.
- Analyse studies, research in the sector, elaborate project requests, End of Project Reports; review operational and financial reports.
- In collaboration with the finance/administration team, elaborate legal and financial documents.

3. Networking/liaison with stakeholders and partners and representation

- Establish a network with relevant stakeholders working in the climate sector, uphold regular contacts and cooperation with the donor agencies working in the sector.
- Maintain a regular dialogue with concerned Ministries and governmental agencies.
- Observe and report on developments in the wider policy context in which the Swiss programme operates with particular focus on the climate domain.
- Represent the Swiss Embassy/Swiss Cooperation office in external meeting.

4. Focal Point for Climate, DRR & Environment

- Responsible for supporting the systematic integration of the climate-resilient & sustainable natural resource management perspective in the full international cooperation portfolio, in the full project cycle management.
- Act as a focal point for the SDC thematic network.

Requested Profile and Competencies

Education background

The incumbent holds a university degree in environmental/natural studies, economy, development, or related fields.

Work experience

The candidate has

- at least 5 years' experience in project management, with a proven project experience in climate/environment related topics with international donor agencies, multilateral agencies or government.
- Experience and knowledge in promoting gender equality in project management, experience in contract management and procurement.
- is a team player with strong communication and stakeholder engagement skills together with a high degree of reliability and initiative.
- Excellent analytical and synthesis skills, with the ability to grasp complex issues quickly proven ability to develop clear and structured written output, ability to work independently and collaboratively, ready to adapt to different management styles of transferable Swiss management.
- demonstrates integrity with regard to SDC's values and ethical standards such as anti-corruption; gender equality; interculturality and adaptability; and promotes the vision and mission of SDC and of the Swiss Federal Department for Foreign Affairs.
- Very good IT skills (MS Office, Teams).

Languages

The incumbent is fluent in Armenian, English, oral and written, other languages are an asset. She/he has strong analytical skills and can express him/herself in a synthetic, concise and convincing manner.

Benefits

- Competitive salary,
- Membership to Old age, disability and survivor's insurance system of Swiss government (AHI),
- Medical insurance,
- Professional development opportunities,
- Child allowance,
- Paid annual leave and public holidays.

This recruitment is being carried out in collaboration with our recruitment partner 818Consulting.

If interested, please follow this [link](#) to submit your job application.

The closing deadline is **COB 04 November, 2025**. Applications received after this date will not be considered.