

Vétérinaires Sans Frontières Suisse is a politically and religiously neutral humanitarian aid and development organisation headquartered in Berne. The organisation supports the most vulnerable populations in the Horn of Africa and West Africa whose livelihoods and survival depend on livestock farming.

As the current holder of the position goes will retire, we are looking for a new

## **Executive Director (80-100%)**

for our head office in Berne

### **Mission:**

A strong leader, the executive director is responsible for the implementation of VSF-Suisse's vision, strategy and goals as well as for the further development of the organisation. In close cooperation with the Board of Directors, he/she manages the head office in Berne and the VSF-Suisse country offices in Africa.

### **Tasks**

- Overall management and responsibility of the organization
- In close cooperation with the Board of Directors and the Head of Programmes, design of the strategy of VSF-Suisse and responsibility for its implementation
- Financial supervision
- Monitoring communication and fundraising
- Staff management and development, responsibility for the safety of employees in the field
- Representation of the organisation vis-à-vis partners, donors and the public

### **Requirements:**

The executive director has a proofed management experience, extensive knowledge and experience in development cooperation and humanitarian aid, as well as a strong ability to communicate with employees, partners, donors and the public.

- University degree in social, veterinary or agricultural sciences or in another relevant field, preferably with management training.
- Solid management experience, preferably in the NPO/NGO area
- Strong skills in leadership and in human resource development
- Extensive experience in financial management
- Skilled communicator and negotiator
- Experience in project management in development cooperation and humanitarian aid, preferably in an African context
- Ability to work in a multicultural environment
- Willingness to travel regularly to our project countries
- Mother tongue German, French or English with very good knowledge of the other two languages
- Swiss work permit

**What we offer:**

- A skilled, dynamic and highly motivated team at the office and in the 7 country programmes
- A unique and very relevant project portfolio
- Opportunity to actively shape the future of a medium-sized NGO
- An exciting and international working environment
- Contemporary remuneration
- Modern office space

**Location:**

In the „Matte“ neighbourhood in Bern, 10 min. by bus from Bern railway station

**Start date:**

June 1, 2019

**For more information, please contact:**

Mr. Ueli Kihm, President

[ulrich.kihm@vsf-suisse.org](mailto:ulrich.kihm@vsf-suisse.org) / Phone: +41 79 301 73 84

Ms. Nicole Litschgi, Deputy Executive Director/ Head of Programmes

[nicole.litschgi@vsf-suisse.org](mailto:nicole.litschgi@vsf-suisse.org) / Phone: +41 31 332 77 67

**How to apply:**

We look forward to receiving your application (letter of application, CV with 3 references) by e-mail ([ulrich.kihm@vsf-suisse.org](mailto:ulrich.kihm@vsf-suisse.org)) with subject "Application GL" or by post until 20 December 2018. Interviews are expected to take place in January 2019.