

HELVETAS is an organisation specialised in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people 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 **Sarajevo, Bosnia and Herzegovina**. The expected starting date is 15 September 2025 or upon agreement.

## **NATIONAL (DEPUTY) TEAM LEADER (F/M/D) 100% CIVIL SOCIETY SUPPORT IN BIH PROJECT**

The Civil Society Support Project in Bosnia and Herzegovina – PRAGG (Proactive Citizens) is funded by the Government of Switzerland and implemented by a consortium of HELVETAS Swiss Intercooperation and NIRAS, working in partnership with the Centre for Civic Initiatives (CCI) and the Institute for Youth Development KULT. Its first phase was launched in 2022 for an expected five-year period, the initiative works to reshape civic space by helping civil society organisations and activists forge stronger links with citizens, especially those who are socially excluded, and by promoting active participation in democratic processes.

PRAGG offers grants, mentoring, and advocacy assistance that enable local organisations to articulate community concerns, and advance gender equality and social inclusion, youth engagement, and human rights. Through strategic partnerships, public campaigns, and evidence-based dialogue with authorities, the project seeks to improve the operating environment for citizen activism and accountable governance in at least 35 municipalities during its first phase, laying the groundwork for a more just, inclusive, digital, and green society throughout Bosnia and Herzegovina.

The National (Deputy) Team Leader (NTL) carries responsibility for day-to-day operational management of the project and working in close coordination with the International Team Leader (ITL). The NTL ensures high implementation standards, timely and accurate reporting, contractual and financial compliance, and smooth cooperation among the Project Implementation Unit (PIU), implementing partners, and other stakeholders. The role brings local expertise, contextual insight, and political awareness to support strategic direction setting and adaptive decision-making in alignment with the ITL and the consortium. The NTL also helps strengthen HELVETAS' networks and visibility in Bosnia and Herzegovina, ensuring that all interventions remain aligned with the project vision, reinforcing the organisation's position and opening doors for new partnerships.

### **MAIN TASKS**

- The National (Deputy) Team Leader leads the overall operational management of the project, ensuring high quality project implementation, administrative and financial oversight, and effective collaboration with implementing partners and other key stakeholders, in coordination with the International Team Leader.
- Guides the project team, i.e. the PIU and implementing partners to ensure alignment with the project's vision, and contextual relevance. Supports shaping the implementation approaches and fostering a collaborative and accountable working culture.
- Supports direction-setting, decision-making and design of project interventions in close coordination with the ITL, while contributing actively to the strategic and adaptive management of the project.
- Strengthens knowledge management, enhances communication, and maintains an evolving Monitoring, Evaluation & Learning (MEL) system, bringing knowledge, communication and learning together across the project team, relevant SDC-supported projects and other external stakeholders.

- Represents the project to civil society, the donor, authorities, media and other stakeholders, steadily cultivating networks and identifying opportunities for initiatives that build on and enhance project achievements.

## YOUR QUALIFICATIONS

- Bachelor's degree in a relevant field (such as social sciences, development studies, public administration, human rights, economics, or related disciplines).
- At least 6 years of experience in development cooperation or humanitarian response, including at least 3 years in project management at field level.
- Demonstrated professionalism and deep thematic expertise in good governance and civil society, aligning project work with strategic priorities and ethical standards.
- Proven ability to manage large-scale development projects, with full responsibility for implementation, supervision, and results delivery. Ensures accountability and results through sound decision-making, clear delegation, and consistent follow-through.
- Skilled in leading multidisciplinary teams (finance, communication, MEL, knowledge management), conducting performance reviews, and planning staffing needs. Acts with integrity, modelling transparency and fairness in all actions.
- Strong understanding of compliance standards (financial integrity, safety, inclusion, environmental responsibility) aligned with donor and organisational policies. Navigates donor compliance confidently and builds strategic partnerships to support long-term engagement.
- Experienced in planning, risk management, reporting, and results-based management, using monitoring results and performance data to support adaptive implementation and strategic decisions.
- Promotes learning, innovation, and reflective practice, contributing to knowledge-sharing and a learning-oriented approach.
- Extensive experience and in-depth, strategic understanding of the political, social, and civil-society landscape in Bosnia and Herzegovina, with the ability to translate local insight and risk awareness into strategic and operational decisions.
- A strong record of working with civil society organisations, government institutions, and donors (ideally including SDC), building and maintaining trust-based relationships, communicating clearly, and fostering collaboration with diverse stakeholders.
- Experience in tracking donor priorities, identifying funding opportunities, and contributing to concept notes or proposals for follow-on or spin-off initiatives that expand a project's reach and sustainability.
- Fluency in Bosnian, Croatian or Serbian and excellent written and spoken English.

## WE OFFER YOU

A local employment contract of 20 months with possible extension and attractive working conditions in a dynamic team.

We look forward to receiving your application of your CV and motivation letter, by **11 August 2025 23:59 CET**. Please apply via <https://www.manpower.ba/bs/job-posts/national-deputy-team-leader-mwd-36797>. For additional information, please contact [selma.gribajcevic@manpower.ba](mailto:selma.gribajcevic@manpower.ba). Only short-listed candidates will be invited for an interview.