

# Programme Manager – Partnership Building

**60%-80%, Zurich, fixed-term**

ETH for Development (ETH4D) is an ETH-wide initiative to develop **innovations** that address global development challenges and to educate future leaders in **sustainable development**. Building on the success of the MA Programme with Ashesi University, we are now looking to expand our educational partnerships and collaborations.

## Job description

The Programme Manager will support the ETH4D Executive Office and Programme Directorate with setting up new educational partnerships with African Universities and ETH Zurich. The contract duration is 1 year with the possibility of extension linked to funding and programme success. Tasks and responsibilities include:

- Developing concepts and proposals for partnership programs
- Partnership building including travelling to various African countries for 1-2 weeks several times per year.
- Coordinating activities with academics and institutes at ETH and other European and African universities
- Fundraising, financial management and reporting
- Organising events for donors and project partners

## Profile

The ideal candidate fulfils the following requirements:

- MA, MSc or PhD degree;
- Strong ability to communicate in English (oral and written); additional languages such as French or Swahili are a plus;
- Outstanding intercultural communication skills, and ability to work effectively as part of a diverse team; ability to reflect on one's own biases, assumptions and stereotypes;
- Experience in managing projects including financial management and working with various stakeholders;
- Dedication to detail, open-minded, kind, excited to learn new things and to work in a dynamic and fast-paced team;

- Experience in the field of international development and/ or work experience in an African country is a strong plus.

## Workplace



## We offer

We offer you a wide range of tasks and responsibilities in a fast paced and dynamic team. You will work closely with the ETH4D Executive Office and the Executive Director as well as the Programme Directorate consisting of three ETH Professors.

> [Working, teaching and research at ETH Zurich](#)

## We value diversity

In line with [our values](#), ETH Zurich encourages an inclusive culture. We promote equality of opportunity, value diversity and nurture a working and learning environment in which the rights and dignity of all our staff and students are respected. Visit our [Equal Opportunities and Diversity website](#) to find out how we ensure a fair and open environment that allows everyone to grow and flourish.

## Curious? So are we.

We look forward to receiving your online application with the following documents:

- Motivation Letter of no more than 2 pages which (1) describes your motivation to apply, (2) presents why you believe your prior academic and professional

experience makes you an ideal fit for this position and (3) what you would like to contribute and learn in this role.

- Detailed CV (max 2 pages)
- University Transcripts of most recent degree
- At least one academic and one non-academic recommendation letter
- Name, phone number, and email address of two references and your relationship to them

The starting date can be immediately and applications will be considered on a **rolling basis**, but applications should be submitted by **7 July 2024** at the latest.

Please note that we exclusively accept applications submitted through our online application portal. Applications via email or postal services will not be considered.

Further information about ETH for Development can be found on our [website](#).

Questions regarding the position should be directed to Dr. Adina Rom [arom@ethz.ch](mailto:arom@ethz.ch) (no applications).

For recruitment services the [GTC of ETH Zurich](#) apply.

## About ETH Zürich

ETH Zurich is one of the world's leading universities specialising in science and technology. We are renowned for our excellent education, cutting-edge fundamental research and direct transfer of new knowledge into society. Over 30,000 people from more than 120 countries find our university to be a place that promotes independent thinking and an environment that inspires excellence. Located in the heart of Europe, yet forging connections all over the world, we work together to develop solutions for the global challenges of today and tomorrow.