

FAIRMED is a Swiss-based international NGO committed to “health for the poorest,” focusing on neglected tropical diseases (NTDs) and those left behind. With country offices in Asia and Africa, FAIRMED promotes locally led action through its local health experts. FAIRMED is committed to diversity and inclusion in its workforce. For our Programme Unit in Bern, Switzerland (with travel to country programmes) we are looking for a

Programme and MEAL Officer 80-100%

Your Tasks

Programme Management

- Oversee and drive FAIRMED programmes in Nepal and Sri Lanka
- Support country teams in Project Cycled Management (PCM) and strategic development
- Review and contribute to budgets and financial and narrative reports
- Manage and build capacity of the local Country Coordinators

Monitoring, Evaluation, Accountability and Learning (MEAL) Focal Point

- Guide local MEAL focal points across all programme countries
- Ensure programmes are evidence-based, accountable, and aligned with donor and organisational standards
- Promote learning and feedback integration

Additional Responsibilities

- Potentially manage Central Africa programmes, delegating tasks to local experts
- Contribute to organisational processes, visibility, and impact
- Support cross-cutting themes: Disability Inclusive Development (DID), gender, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), anti-corruption
- Identify and share best practices through reports and publications
- Collaborate with fundraising and communications teams

Your Profile

- Master's in public health, social sciences, development studies or related field
- Minimum 5 years' professional experience in international cooperation, including team leadership in Africa and/or Asia
- Strong skills in PCM, MEAL frameworks and data management tools (Excel, Kobo, Power BI etc)
- Excellent writing and communication skills
- Experience with fundraising and donor compliance
- Fluent in English, French and German
- Committed to the FAIRMED values of fairness, accountability, integrity, and respect

Our Offer

- A meaningful role in a small, motivated team
- Flexible, fair working conditions
- Opportunity to contribute to health equity for those left behind in Africa and Asia

Apply

Send your CV and cover letter (PDF) to Nicole Affolter (Head of Finance & Human Resources): nicole.affolter@fairmed.ch

For further information, please contact Fabio Molinari (Head of Programme Unit): fabio.molinari@fairmed.ch

Notes

FAIRMED is committed to diversity and inclusion in its workforce and encourages anyone interested to apply for a position with us