

The Swiss Digital Initiative aims to bridge the gap between principles and practice and to safeguard ethical standards in the digital world through specific projects. It brings together academia, government, civil society and business to find solutions to strengthen trust in digital technologies and in the actors involved in the ongoing digital transformation. The initiative has a global focus and is headquartered in Geneva, Switzerland. It was initiated by the association digitalswitzerland and under the patronage of Federal Councillor Ueli Maurer.

For our Geneva office, starting as soon as possible / by agreement, we are looking for a:

Project Manager 80-100%

Your background:

- Master's degree in Management, Business Administration, Economics, Political or Social Sciences or a similar field (Uni / FH), technical background a plus
- At least 5 years of relevant work experience in project management, first leadership experience
- Strong conceptual, problem-solving and analytical skills
- Excellent communications and interpersonal skills, able to collaborate with different stakeholders at all levels
- Familiarity with running workshops, webinars and/or collaborative processes
- English, French or German native language, proficient in spoken and written English is a minimum requirement
- Resilient personality, strong in implementation, efficient, independent and reliable working methods
- Entrepreneurial spirit, motivated to work in a small team, a dynamic and fast-changing environment and to build up a new organisation
- Strong can-do approach, dares to experiment with new ideas
- Proven interest and knowledge in topics such as tech policy, new technologies and its ethical implications, internet governance

Your responsibilities:

- Project lead of our flagship project, the development and implementation of a Digital Trust Label
- Planning, overseeing and leading new projects to bring ethical principles into practice
- Co-creating the organisation's long-term strategy, structure and partnership model
- Execution of workshops in cooperation with partner organisations and other stakeholders
- Sparring partner for managerial and organisational questions
- Building a long-term financial structure, supporting fundraising activities
- Operational and administrative support of the organisation

We offer a flexible workplace in the heart of international Geneva with the possibility to work remotely. From day one you will work independently, take over projects with high responsibilities and exposure, you will be able to further develop your skills and professional network, contribute your individual strengths, master interesting challenges and build up a new organisation with a purposeful mission and an international scope. Possibility to also take over the Deputy Management of the foundation.

If you are interested in this position, **please apply using our application form:** <https://bit.ly/2WitLQp>. We will ask you to send your CV and answer 5 questions, which will replace the letter of motivation. Incoming applications will be considered on an ongoing basis until 10 January 2021.

Niniane Paeffgen, Managing Director
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