

Title Program Officer – Education and Child Protection
Job Reference #
Location Switzerland - Zürich
Business Divisions Wealth Management and Swiss Bank
Job Type Full Time

Description The UBS Optimus Foundation (UBSOF) is a Swiss charitable foundation established by UBS AG in 1999. UBSOF supports innovative projects aimed at advancing the protection, education and health of children in need.

UBSOF is embarking on a process to bolster its systems and funding, and is looking for an innovator with strong experience working in the education sector in developing countries.

UBSOF serves children in three core funding areas including child protection, education and global health research. Within its education funding portfolio, UBSOF focuses on giving access to and improving learning outcomes for the most marginalized children. Within its child protection funding portfolio, UBSOF is committed to reducing incidences of and improving services for child sexual abuse.

To strengthen our team, we are looking for a
Program Officer – Education and Child Protection

As program officer, you will be an integral member of the UBSOF team, and be involved in shaping the granting approach and delivering high performing grants within the education and child protection sectors. This will include developing new tools and approaches to managing and evaluating impact. Furthermore, in this position, you would be expected to provide day-to-day coordination and management of grant projects and contribute strategically and operationally to other granting areas, including global health research.

Your specific tasks will include:

- Manage and help to enhance procedures for identification, selection, monitoring, and evaluation of education and child protection projects
- Participate in development and implementation of best practices within grant-making team
- Develop well-reasoned strategies for calls for proposals and manage the identification and evaluation of new, innovative, pilot-phase project proposals
- Develop approach to monitor, evaluate and report on innovation projects, including developing template/dashboard for Board reporting
- Help drive programmatic performance where appropriate
- Engage with grantees to advise and build capacity where appropriate
- Coordinate activities of consultants and evaluators as needed
- Manage aims, progress, and outlook of all supported projects
- Serve as contact person for active and potential partners in innovation and core phases
- Maintain contextual understanding of innovations within the education and child protection sectors which target children in developing countries
- Work with entire team to help build a world-class funding organization

Requirements

You should have:

- A minimum of 10 years of professional experience in non-profit or business sector, preferably both
- A good understanding of best practices within the education and/or child protection sectors
- Strong understanding of how to design monitoring and evaluation systems
- Strong analytical skills
- Highly strategic
- Project management and work experience in developing countries
- Good understanding of innovations and best practices in foundation management
- Well-networked in the non profit sector
- Fluency in English (written and spoken) and German (Swiss German) or French
- Desire to work in a dynamic, cooperative environment in which there is an emphasis on teamwork, adaptability, and continuous learning and improvement
- Willingness to travel up to 20%