

## Job Profile

<b>Infrastructure Project Officer</b>
<b>Level of employment: 100%</b>
<b>Direct superior: Head Swiss Business Hub Brazil</b>
<b>Entry date: June 1, 2022</b>

### 1. Requirements

<b>Degree level</b>	<ul style="list-style-type: none"> <li>University degree (bachelor or master) in economics / international commerce / or finance / or civil engineering with further education in business administration / or natural sciences / or international relations / politics</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 10 years of work experience in large infrastructure project development environment, trade promotion and at the interface between business, administration, and diplomacy</li> <li>Planning, engineering, and construction industry</li> <li>Expertise in early market intelligence identification</li> <li>Familiar with the fields of Innovation, Cleantech, Green Solutions, Mobility and Renewable Energy</li> <li>Leading high level delegations</li> </ul>
<b>Required preferred Competences</b> /	<ul style="list-style-type: none"> <li>Excellent Multi-Stakeholder relationship-management, strong relationship builder and networker</li> <li>Existing network to Government administration, public authorities and to decision-makers strongly desired.</li> <li>Very good technical skills and understanding of infrastructure processes.</li> <li>Multi-disciplinary understanding (infrastructure related technical fields, banking – specifically investments in infrastructure, and political processes)</li> <li>Excellent Communication and contract negotiation skills</li> <li>Proven hands-on Project Management Skills</li> <li>Strategic thinking and acting with the ability to generate “Win-Win” situations</li> <li>Analytical and conceptual thinking (connecting thinking) with the ability to provide targeted business intelligence (target oriented)</li> <li>Comprehensive Knowledge of sustainable development and environmental challenges. Demonstrable match making skills for sustainability enhancement.</li> </ul>
<b>Beneficial competencies</b>	<ul style="list-style-type: none"> <li>Self-initiative: Identifying the relevant subjects in a self-starting manner; able to bring in relevant topics identified independently ability to progress projects and involve the appropriate stakeholders</li> <li>Complex activities: successful in handling of multi-level activities in a structured and prioritized manner</li> <li>Team Player and connector in a global organization</li> <li>Strong facilitator</li> <li>High availability to travel (up to approx. 30% within a defined regional approach)</li> <li>Winning mentality (credible, listening and understanding of clients demands)</li> <li>Intercultural skills, understanding and collaboration ability</li> <li>Good knowledge of Swiss industry and Switzerland, or strong willingness to learn about it.</li> <li>Existing network in Switzerland would be an advantage.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong leadership and representative skills</li> <li>• Infrastructure experience (finance side or EPC side)</li> <li>• Ability to work under time pressure and to keep to deadlines</li> <li>• Strong knowledge of running project landscape</li> <li>• English (C1 / CEFR (written and spoken) and local language (depending on country/region), plus preferred German or French (important for CH companies).</li> <li>• Fluent in working with Microsoft Office and other standard software</li> </ul>
<b>Nice to have</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Swiss infrastructure environment and its competencies</li> <li>• Experience in dealing with Swiss infrastructure providers</li> </ul>

## 2. General objectives of the assignment

The position is part of the federal council program to improve access for Swiss companies to large foreign infrastructure projects. The Program Officer Infrastructure (PMI) is acting as a scout in the country / region to identify suitable projects, connect with the relevant local stakeholder and to raise the awareness of the Swiss competences. The PMI has a broad technical and business expertise and a network in sourcing of infrastructure projects in country / region.

The PMI works along the defined implementation strategy of the mandate, must translate, and break it down to the relevant country / region. Important aspects are sustainability, innovation, green technologies, the Team Switzerland approach and the “no wrong door” principle (these later will be explained in detail).

The PMI handles strategically defined international EPCs or its subsidiaries (EPC scouting) in coordination with the SERV's Business Development team. The strong knowledge of the local EPC and construction landscape is the base line for the PMI to apply the relevant measures to the agreed strategic measures.

On specific infrastructure projects, the PMI works closely together with the stakeholders of the Team Switzerland (SECO BW and WE, FDFA, DETEC, SERV, Swissrail, Swissmem, S-GE and other Swiss industry associations). Together with the relevant stakeholders, the PMI establishes a network with Swiss companies present in the respective country / region (community building for promotion purposes and to strengthen the Team Switzerland philosophy).

The PMI builds up a network that covers national authorities in the country / region that are responsible for official tenders of large-sized infrastructure projects.

The PMI identifies and liaises with the local offices of the “International Finance Institutes” (IFI or Multilateral Development Banks), works closely with the relevant offices to identify existing and arising projects and coordinates this with the S-GE Head Quarter (M 10 IFI), with SECO-WE network (Swiss Representatives at the IFIs, SECO-WE in Bern) and IFI liaison offices in Europe.

The PMI is one of the most important sources of information generation for the digital platform (infrastructure projects at various stages). The direct entry of data into the digital platform and support for the further development of it, are central components of the PMI function.

The PMI is a key contributor to the knowledge increase within the Team Switzerland (TS). The aggregation and structuring of market intelligence for the needs of the Swiss export economy and the Team Switzerland are also central tasks of this function.

## 3. Specific fields of work / Area of responsibilities

Base line is the infrastructure lifecycle process: Market Intelligence, Market Preparation, Tender Phase Assistance, Implementation Assistance and Evaluation & Knowledge Management.

**a. Networking and promotion**

Organize public relation activities to promote the Swiss infrastructure Knowhow and its capabilities via Success Stories, Best practices, articles, and other relevant formats.

Organizes adequate activities for the relevant life cycle activity. Strong interaction with TS and selected measures.

**b. Project sourcing**

Identify relevant infrastructure projects matching the competences of the Swiss industry.

The PMI has a clear overview (relevant country / region) of the ongoing projects, the planned initiatives and knows the status of the individual projects. Enter of the relevant data into the data base with a clear definition of the “next best action”. Support Swiss companies to access the relevant projects (acting as focal point for clients). Coordinate these activities with measure 1, 8, 9 und 10 and entire TS.

**c. EPC Scouting and relationship management**

Is aware and has overview of the country / region specific international EPCs (and its subsidiaries). Maintain an accurate information set (name, contacts, etc.) and shares it with the Team Switzerland. Coordinate these activities with measure 1, 8, 9 and 10.

**d. Market monitoring, information generation and sharing (digital platform)**

Support the expansion of the digital platform and provide value added content (data entry digital platform). Coordinate these activities with measure 1, 8, 9 and 10, but also with other relevant measures and TS.

**e. Strong interaction and coordination with the mission.**

Interaction and external performance / appearance as “One Team” in the market. Organize and follow a clear information flow within the mission and consistently practice an adequate interaction between SBH, General Consulate, Swiss Embassy, and various stakeholders locally. Involve and align with the mission to coordinate the communication to and with relevant stakeholders (EPC and/or Governmental bodies).

**f. Multilateral development Banks and Funds (IFI)**

Relationship building with the relevant local offices / representations and position Swiss capabilities. Build, maintain and advance an accurate liaison with the local offices. Coordinate these activities with measure 3, 4, 6 and 9.

**4. Reporting**

Direct reporting to the Head of the Swiss Business Hub. Target setting via yearly target agreement plus its evaluation supplied by S-GE Global Network (coordinated with Liaison Office and TS), respecting the FDFA MBO process timelines.

**To Apply:**

Please send your resume in electronic format (PDF file) to: Hans Aebi (hans.aebi@eda.admin.ch). Please write into the subject line “Infrastructure Project Officer” to ensure timely processing of your application.

Only those who are chosen for an interview will be contacted.