

**POSITION AVAILABLE (70-100%)**

## Communication Professional

Obviam is a Swiss impact investment management firm in charge of the investment operations and day-to-day business operations of SIFEM, the Swiss government-owned Development Finance Institution. Obviam also serves as investment advisor to private clients including banks, foundations and high net worth individuals.

Obviam is hiring a Communication Professional, who will coordinate the communication activities of SIFEM, as well as provide advice and support in communicating with key political stakeholders. At the same time, the Communication Professional will lead Obviam's own communication and brand-building. At the crossroads of development assistance and the private sector, these tasks offer a fascinating opportunity to combine talents in political and corporate communication.

Obviam aims to fill the position in Q3 2019. It will be based in Obviam's office in Bern. The new hire will be the only Communication specialist at Obviam but can rely on external agencies for some of the execution tasks. The Communication Function is one of Obviam's Enabling Functions, which are coordinated and supervised by the Managing Director, Operations. The Communication Professional is expected to interact directly with Obviam's senior management, SIFEM Board members and external stakeholders in the execution of his/her tasks.

The above title and the below responsibilities are intended as guidance and will be refined in close consultation with the new hire.

### **Key Responsibilities:**

- **Ensure the continued implementation of SIFEM's communication strategy** – the Communication Professional is expected to manage the communication function of SIFEM in line with the existing SIFEM communication strategy and reporting schedule.
- **Coordinate Public Affairs activities of SIFEM** – the Communication Professional is expected to coordinate the Public Affairs activities of the SIFEM Board, with the objective of ensuring that key stakeholders are aware of SIFEM, its mandate and its results.
- **Formalise Obviam's communication and brand-building strategy** – the Communication Professional is expected to take a leading role in formalising and coordinating Obviam's communication and brand-building strategy aimed at a private sector target audience.
- **Lead the implementation of Obviam's communication strategy** – the Communication Professional is expected to take the lead in implementing Obviam's communication strategy, coordinating the implementation of measures derived from it.
- **Contribute to crisis communication as needed** – the Communication Professional will be a key member of any (ad hoc) crisis communication cells, will actively contribute to shaping key messages and take charge of coordinating communication activities in the execution of crisis communication plans.

**Requirements:**

- Strong communications and interpersonal skill;
- At least 5 years of relevant communication work experience, involving strategy development, content planning, coordination of internal and external stakeholders, preparation of reports and other publications, media relations;
- Of which, 2 or more years with exposure to political communication and/or Public Affairs, involving interactions with political actors in Switzerland;
- Keen interest in development finance and development assistance policy;
- Solid understanding of business administration, backed either by academic credentials or several years of work experience in the private sector;
- Willingness and ability to quickly develop a deep understanding of Obviam's business model and the context within which the company operates; and
- Proficient in German, French and English.

**Other selection criteria:**

- Advanced university degree;
- Professional exposure to Corporate Governance processes of publicly owned companies, with a deep understanding of the strategy-setting and controlling processes;
- Prior experience working in, or working on projects involving developing countries is an advantage;
- Intellectual curiosity;
- Highly motivated and results driven;
- Good analytical and reasoning skills and the ability to advance pragmatic solutions;
- Ability and desire to work in a multi-cultural environment;
- Relevant network from previous working experience;
- Knowledge of MS Office Products as well as CRM systems;
- Enjoy working as part of a team, but able to work independently.

Obviam is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Deadline for applications: 30 June 2019**

**Entry date: Q3 2019**

Please send c.v. and motivation letter (combined into one PDF document) by e-mail to:  
**comm-jobs@obviam.ch**