

**SIPPO** is the Swiss Import Promotion Program funded by the State Secretariat for Economic Affairs **SECO** which is implemented by **Swisscontact**, the Swiss Foundation for Technical Cooperation, with its headquarter in Zurich. The objective of the current SIPPO mandate is to partner with Business Support Organizations (BSOs) to support them in providing high-quality trade promotion services to their members/associated companies with the aim to enhance exports and increase /create job opportunities in the country.

For the implementation of the SIPPO Programme in Peru, Swisscontact is looking for a

## **SIPPO Country Representative, 100% (Senior position)**

Workplace is the Swisscontact office in Lima, starting date by or March 1<sup>st</sup> , 2022

### **Roles and Responsibilities**

The SIPPO Country Representative (SCR) takes the overall responsibility for the implementation of the programme in Peru. He/she represents the program to all involved stakeholders and local SECO offices and reports to the SIPPO Central Management Team (CMT) in Berne/Switzerland. Therefore, he/she intensively networks with relevant stakeholders of the public sector, trade organisations and sector associations (Business Support Organizations BSOs). He/she enables the organizational development within BSOs and ensures the transfer of the respective knowledge to improve export promotion services. For this task, the SCR closely collaborates with international and national sector experts.

### **Profile / Experience:**

- Solid knowledge of and proven experience in promoting “the last mile” of exports to access export markets (matchmaking, trade fair participation, market strategies, etc.)
- Value-chain knowledge in one or more focus sectors in Peru: processed food, natural ingredients and sustainable tourism;
- Broad understanding of the functioning and tasks of business support- and/or trade promotion organizations, sector associations, public actors and other institutions cooperating within the trade community;
- Work experience in multi-stakeholder management, especially in trade-related activities, sustainability steering of sector activity development;
- Sound know-how of export promotion training, combined with good communication skills;
- Strong negotiation and motivation skills;
- Work experience in the context of composing specialized texts for online media, releasing trade and export-related information, and elaborating specific didactic materials in the field of commerce and trade training;
- Profound work experience with web-based tools, particularly with online content management;
- Experience in monitoring and evaluation of complex programs (MRM)
- Experience with CRM tools, their management and maintenance.
- The candidate must be a **Peruvian resident**.

**Qualifications:**

- University degree in economics / international commerce;
- Minimum 10 years of work experience in trade and trade promotion;
- 3-5 years working experience in the private sector, ideally in one of the selected sectors;
- Strong leadership skills;
- Experience in facilitation of training modules, preferably online training (e-learning); experience in writing crisp content for local SIPPO website; proven skills to communicate with different stakeholders, at all levels and with all technical means (print, online);
- Proven intercultural skills;
- Excellent communication and language skills - English: C1 / CEFR (written and spoken);
- Demonstrated leadership experience and ability to influence stakeholders
- Proven track record in working across the Program with different teams in complex thematic
- Proactive, solution-oriented and hands on mentality.

**Please note:**

Information regarding work experience and the roles / functions of the applicant must include:

- Names and addresses of organizations served;
- Name, email and telephone numbers of the contact person;
- Summary of accomplishments, tasks and services carried out;
- Periods of service (start, end dates).

Job applications shall be sent as electronic version with the topic: SIPPO CR application, including CV (in Spanish or English), references, and a cover letter in English, **including salary expectations**, at the latest by January 10<sup>th</sup> 2022 to [pe.info@swisscontact.org](mailto:pe.info@swisscontact.org)