



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. See [www.swisscontact.org](http://www.swisscontact.org) for more information.

Swisscontact – the Swiss Foundation for Technical Cooperation – is a leading organisation in international development and cooperation, operating worldwide since 1959. It is the business-oriented independent foundation for international development cooperation and is represented in 41 countries with over 1200 employees. Since 1994, Swisscontact has been operating contributing towards stronger economies and societies in seven developing countries in Eastern Europe.

Since December 2020, Swisscontact has been leading the Swiss Agency for Development and Cooperation (SDC) funded Rural SMEs Development Project ([RSMEDP](#)) in Georgia, applying a Market Systems Development (MSD) approach in consortium with Mercy Corps and The Springfield Centre to increase income and employment for rural SMEs; and since January 2025, has been implementing Phase II of the project.

Swisscontact is seeking a qualified and motivated professional to join our team in Tbilisi as **Portfolio Lead** for RSMEDP Phase II (implementing period 2025 – 2028).

## Portfolio Lead

**Place of work:** Tbilisi, Georgia

**Contract Duration:** 12 months (renewable)

### Purpose of Position

The Portfolio Lead is responsible for ensuring successful delivery of the project as defined in the ProDoc and mandate agreement with SDC for 2025–2028. The role focuses on quality design and implementation of interventions, representation to key stakeholders, and direct supervision of the intervention team. Responsibilities include strategic planning, monitoring and results measurement (MRM), budgeting, reporting, communications, and knowledge exchange. The Portfolio Lead also contributes to country-level management as part of the Senior Management Team (SMT) and reports to the RSMEDP Team Leader.

### Key Responsibilities

- Lead the design and implementation of technical interventions aligned with the project strategy.
- Supervise the intervention team (up to 4 staff).
- Directly manage bank-related or alternative finance interventions as required.
- Represent the project to key stakeholders, including private and public sector partners.
- Contribute to strategic planning, monitoring and results measurement (MRM), budgeting, reporting, and communications.
- Support project governance and coordination with donors and consortium members.
- Promote gender equity and social inclusion across all project activities.
- Contribute to knowledge and content management (KCM) and staff development.

### Requirements

#### Education

- A bachelor's degree in business administration, Economics, Management, or a related field.

#### Experience

- Proven experience in client relationship management, preferably in development cooperation or private sector development.
- Demonstrated experience forging and delivering partnerships with public and private sector actors.

#### Skills and Competencies

- Strong leadership and coordination skills
- Professional background in supporting SME access to finance and/or financial literacy is highly desirable.
- Familiarity with market systems development (MSD) approaches is an asset.
- Fluency in English

**How to apply**

Are you interested in a fascinating job in an international context, and strive for contributing to excellence and making a difference? We offer a challenging scope of duties and believe strongly in personal responsibility.

Send a CV (no more than 4 pages) and a cover letter (max. 1 page) in English stating why you are interested in working with Swisscontact at Rural SMEs Development Project as Portfolio Lead to [info.georgia@swisscontact.org](mailto:info.georgia@swisscontact.org)

- Please write this subject in your e-mail application: **Job applicant: Portfolio Lead – RSMEDP**
- Only shortlisted candidates will be contacted.

**The deadline for applications is December 4, 2025. Interviews will be conducted on rolling basis.**