

## Acquisition Officer

### BACKGROUND INFORMATION

Skat Consulting Ltd. (SKAT) is an owner-operated leading Swiss company specialising in international cooperation. We support governments, the private sector and civil society around the globe in improving people's lives by facilitating lasting solutions in water, building, energy, and governance.

A large part of SKAT's acquisition and business development is through public tenders from Swiss and European agencies. SKAT is seeking to complement its team of technical experts with an Acquisition Officer who will help in anticipating, planning, coordinating, quality control and submission of tenders. The Acquisition Officer is also expected to monitor and analyse performance data and provide necessary training, tools and modules to the SKAT team.

We are looking for a mid-career professional with experience in a similar role and with a good understanding of the Swiss and European development cooperation context.

### WHAT WE OFFER

Work quota: SKAT has inclusive working conditions that enable part time work. The work quota for this position can range between 60 – 80%

We offer a modern, well equipped and centrally located workplace in St. Gallen, very close to the train station. The possibility of home office may be considered to a limited extent.

We offer attractive working conditions in a motivated, interdisciplinary and multicultural team. We have a flat hierarchy which is stimulating for the right candidate while also demanding substantial self-responsibility.

SKAT offers the opportunity for employees to be shareholders and thereby to participate in shaping the company and benefit from its success.

The planned starting date is as soon as possible or upon agreement.

### YOUR MAIN TASKS

- Contribute to systematizing the acquisition process through design of tools, templates and guidelines.
- Coordinate systematic market assessment and partnership strategies.
- Coordinate acquisition processes defining roles, responsibilities and timelines for the acquisition team members.
- Quality control of offers for their compliance with statutory, financial and technical requirements.
- Collate and analyse performance data for continuous learning and improvements.
- Offer feedback, training and coaching support to colleagues as needed.
- Participate in business development events, explore and develop new business ideas with the team.

### REQUIREMENTS

- Fachhochschule or university degree in a field relevant to the position.
- 3 – 5 years of work experience in a similar role.
- Strong written and oral communication skills in English and German; French is an asset.
- An excellent team player able to get the best out of diverse teams.
- Strong interest in international cooperation, good understanding of the landscape of ODA actors and their priorities.
- Excellent organizational skills and ability to multitask.

## APPLICATION

We look forward to receiving your complete application including motivation letter, CV, diplomas and references until April 1, 2026 at [jobs@skat.ch](mailto:jobs@skat.ch). For further information please contact Evelyne Lengg, +41 71 228 54 54 or visit our website [www.skat.ch](http://www.skat.ch)