



PLACEMENT OF SEC EXPERT – TERMS

Sometimes, we receive requests for SEC experts which are not conforming our standards and are outside of our services. For example, if clients are looking to temporarily employ an expert, we cannot accommodate the request. SEC only conducts short-term consultancy assignments but not workmanship.

However, SEC can still be at your service, by supporting to place a suitable expert for you.

We need

A detailed job description including:

- Information about your company, institution or organisation
- Duration and location of engagement
- Profile and expertise wanted
- Detailed description of tasks and achievements expected
- Contact details of the responsible person

We do

Based on the job description, SEC identifies experts with suitable profiles who will be contacted by e-mail. They receive all the information and are instructed to contact you directly should they be interested.

Procedure

Any communication and cooperation between you and an expert will be done independently from SEC. SEC will not be involved in any agreements between these two parties and cannot be hold responsible for the content or quality of the work or the agreement. SEC only supports the possible placement.

Costs

Any negotiations and agreements of remuneration or cost contribution between you and the expert are the sole responsibility of these two parties. SEC is not involved.

In case, an expert is successfully placed and a cooperation will take place, you are obliged to inform us accordingly and you will be invoiced **CHF 500** by SEC. This amount covers our efforts for a successful placement. If no suitable expert can be identified, no costs will apply.

SEC FOCUS COUNTRIES IN 2024:

Africa:	Benin
Asia:	Cambodia, Nepal
Eastern Europe:	Kosovo
Latin America:	Bolivia, Peru

For SEC consultancy assignments in SEC focus countries, please contact the local [SEC coordinator](#).

If you require an SEC consultancy assignment in any other country, please contact the head office (contact below).

PLEASE CONTACT US

Senior Expert Contact
Swisscontact
Swiss Foundation for
Technical Cooperation
Hardturmstrasse 134
CH-8005 Zurich

Phone: +41 44 454 17 17
sec@swisscontact.org
www.seniorexpertcontact.org