



## Position of Honorary Consul of Switzerland in Port Vila, Vanuatu

The Consulate General of Switzerland in Sydney is seeking qualified candidates for the position of “Honorary Consul of Switzerland in Port Vila, Vanuatu”. This honorary appointment will be conferred by the Head of the Federal Department of Foreign Affairs of Switzerland and is subject to the approval of the Government of the Republic of Vanuatu.

### **Mandate**

The Honorary Consul serves as the local representative of both the Embassy of Switzerland and of the Consulate General of Switzerland. Acting as a key liaison, he/she supports the Swiss expatriate community, engages with local authorities and fosters relations within the business, scientific and cultural spheres. He/she will:

- represent and promote the image of Switzerland
- maintain useful and constructive ties with local authorities and relevant stakeholders, following up on current and future projects with the Vanuatu government and provide guidance on local laws and administrative procedures as needed
- observe and keep the Embassy in Canberra and the Consulate General in Sydney informed of political and local developments, as well as any matters that might affect Switzerland or its nationals
- inform the Embassy in Canberra and the Consulate General in Sydney about interesting events and projects to promote Switzerland and participate in such activities
- provide support to the Embassy in Canberra and the Consulate General Sydney with the organization of official visits to Vanuatu
- promote solidarity within the Swiss community and its ties with Switzerland
- in agreement with the Consulate General in Sydney, provide assistance to Swiss citizens either resident or in transit in need of help

### **Profile**

You have close ties to Switzerland and live in or near Port Vila. Your professional activities are compatible with the official mandate requirements of an Honorary Consul. You have an established and extensive professional network in Vanuatu and maintain good contacts with local authorities. You are well-informed about local current affairs. You have excellent oral and written communication skills in English; knowledge of a Swiss national language is considered an asset. Please note that according to Swiss regulations, retirement age is 65 years. You are also able to provide, free of charge, the necessary business infrastructure required to perform the official duties associated with the post.

Interested parties are kindly requested to submit their application, including a detailed curriculum vitae, by email in one PDF document with the following subject “Application HC Vanuatu” “YOUR NAME” to [sydney.job@eda.admin.ch](mailto:sydney.job@eda.admin.ch) by **30<sup>th</sup> September 2025**.

### *Note on procedure*

*Only complete applications will be considered.*