



NOTICE OF A 12-MONTH (EXTENDABLE) JOB VACANCY

The Embassy of Switzerland in Egypt, Cairo has a temporary 12-month opening for a

Admin. / Team Assistant Office for International Cooperation (100%)

Starting date: as soon as possible

Ending date: 31st of October 2026, extendable.

Background

The office of international cooperation (OIC) is an integrated part of the Embassy of Switzerland in Egypt tasked with coordinating and implementing Swiss development cooperation and humanitarian aid in Egypt and Sudan.

Tasks

- Provide administrative support to the Management of the Office of International Cooperation (OIC), such as manage the calendar of the management and coordinate scheduled appointments within the office and writing notes verbale.
- Take high quality minutes (in English) of relevant meetings.
- Organize travel for OIC management and staff, including international missions to Sudan and abroad; organizing relevant visas.
- Organize events for the OIC office
- Ensure the coordination and preparation of dossiers for the OIC in close collaboration with other offices of the Embassy.
- Translate and proofread documents from Arabic to English and vice versa.

Requested Profile

- Fluent in English as well as written and spoken Arabic (Egyptian and Standard Arabic) with an ability to communicate easily with the government, businesses and stakeholders at the appropriate highest levels;
- Able to gather and deliver exact and relevant information, also under time pressure.
- Fluency in using Microsoft Office applications. Experience working in MS Teams is an additional asset.
- Ability to manage calendars efficiently.
- High IT-affinity and professional experience in creating presentations.
- Capacity to work in a dynamic, demanding environment, handling multiple requests at the same time.
- Basic understanding of German or French an additional asset.

We offer

Attractive working conditions. Opportunity to gather experience in an international environment.

Applications

Interested candidates should submit their application with a letter stating their motivation, a detailed Curriculum Vitae and necessary supporting documents (copies of diplomas and certificates) to the Embassy of Switzerland no later than 10th of October 2025.

By E-mail: cairo.jobapplicants@eda.admin.ch (job vacancy: Admin. / Team Assistant Office for International Cooperation (100%).



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Ambassade de Suisse en Egypte

For non-Egyptian candidates: Must be in possession of a valid Egyptian residence and working permit.