



New Delhi, 04.03.2024

The Embassy of Switzerland in New Delhi as the official representation of Switzerland in India is looking for a

**Consular and Administrative Officer**  
Starting April 2024 or a date upon mutual agreement

**Your responsibilities**

- **Consular:** providing information on civil status formalities to Swiss and Indian clients, translation of civil status documents (German/French/English/Hindi), handling enquiries from the Swiss authorities in German and/or French, receiving clients at the counter, managing fees, updating of information leaflets.
- **Mailbox:** Handling mailbox of the Embassy, responding to Swiss and Indian clients.
- **Registry and courier:** Handling registry, incoming and outgoing mail/diplomatic courier from/to Head Office in Bern and other Swiss representations in India.
- **Dossiers and Archives:** Creating dossiers, filing, managing Embassy's archives in New Delhi and preparing for sending it to Head Office in Bern.

**Our expectations**

- University Graduate degree with at least 5 years of work experience in the field of administration or consular affairs.
- Excellent knowledge of verbal and written English – C2 proficiency.
- Excellent knowledge of verbal and written German and/or French.
- Fluent in Hindi and if possible, another Indian language.
- Strong interpersonal skills, stress resistant, perseverance, accuracy, reliable and confidential.
- Well organized and detail-orientated.
- Ability to participate productively as a contributing member in a team environment, but also ability to work proactively and independently.
- Mastering of key office tools, in particular Word, Excel and Power Point.

You will be part of a highly motivated and professional team at the Embassy of Switzerland in New Delhi. The Embassy offers attractive work conditions in a dynamic environment within a team and network of experienced professionals. Furthermore, regular internal trainings will enable you to understand all the work specifications.

**Employment contract**

Employment is full time with a local contract (applicable Indian labour law). The first contract is limited for one year, with possibility of extension.

**Compensation**

The compensation will be in accordance with education, experience and based on the salary scale of the Embassy of Switzerland.

**Application**

Please submit the following documents merged in pdf format as one single attachment

- Letter of motivation describing suitability and interest for the position
- Resume (curriculum vitae) with two references
- Educational certificates including language certificate - English and German/French
- Previous work certificates
- Copy of passport

by email to [newdelhi.vacancy@eda.admin.ch](mailto:newdelhi.vacancy@eda.admin.ch)

Reference in title "**Consular and Administrative Officer**"

**Deadline for submission of application: 12.03.2024**

**Note on procedures:**

Only complete applications will be considered and only shortlisted candidates will be contacted after the submission deadline for an interview