



Announcement of vacancy

The Embassy of Switzerland in Romania
is looking for committed and qualified candidates ready to take the position of:

Political, Economic and Communication Officer

in Bucharest / Full-time position (100%)

Planned date of employment: September 2023

The Embassy of Switzerland is looking to recruit a motivated person with good all-rounder skills and the ability to work well independently. The dynamic position will offer a wide-range insight into the Embassies work. High-performing candidates with a keen interest in politics, economy and culture will have an excellent opportunity to show and develop their analytical and communication skills.

The candidates should be able to multitask between several duties at once and work under pressure independently or in a team. Additional duties beyond those listed here will be determined and assigned as needed.

Main tasks and responsibilities:

- Support the Embassy team in the areas of politics, economics and communication.
- Assist the Head of Mission and Embassy's team in the areas of politics and economics.
- Liaison with the Chamber of Commerce Switzerland- Romania.
- Contribute to the deepening of the Swiss-Romanian economic relations.
- Support the Embassy in carrying out the objectives in the economic and commercial fields.
- Contribute to the well preparation of notes, presentations and reports in the domain of politics, economy, communication.
- Assist planning of events and receptions in the relevant fields.
- Organize visits and provide assistance to official high-level or expert delegations from Switzerland.
- Participation in networking events with relevant contacts.
- Participate in the publishing team of the Embassy. Maintain Twitter account and contribute actively to Facebook of the Embassy. Maintain web content. Track projects and media exposure. Help implement communications strategies. Contribute to Newsletter twice a year.
- Assist Head of Mission and participate in meetings and events of the Francophonie.

Your profile:

The successful candidate will be able to demonstrate the following **competencies and requirements**:

- Swiss or Romanian citizen.
- Fluent in at least one Swiss official language (C1 German, French and/or Italian) with good knowledge of a second official Swiss language, as well excellent English language (B2) skills both in writing and speaking and good command of Romanian language (B2, in case of Swiss citizen).
- Masters' degree preferably in politics, economy, communication or similar field.
- Good understanding/knowledge of Romanian public institutions and politics/economy/communication and interest in further developing.
- High degree of integrity and trust - impeccable reputation.
- Proactive, discrete and reliable with a flair for networking and communication.
- Team player with all-rounder attitude and flexibility to work in different domains.
- Strong analytical writing skills as well as organizational skills.
- Ability to set priorities, meet deadlines and punctuality.
- Proficient user of MS Office, specifically Outlook, Word, Excel and Power Point and other office technology tools, including social media literacy.

- Adaptability and availability to work outside Bucharest.

Previous work experience in other Embassies, international organizations or international companies is an asset.

We offer:

- Inviting work atmosphere and interesting work in a foreign representation
- Capacity for personal and professional development
- Dynamic team
- Romanian employee contract
- Competitive salary and benefits
- Paid vacation in addition to Romanian and some Swiss holidays
- Location Embassy of Switzerland in Bucharest

Important notes:

Equity, Diversity and Inclusion

Our organization offers an inclusive workplace where respect, teamwork and collaboration are part of our culture. Switzerland's mission abroad is committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Employment Terms:

Candidates who fulfil these criteria are invited to **submit their application with a detailed CV along with a letter of motivation including salary expectations, recommendation letters, copy of academic certificates and/or other qualifications in electronic format (word or pdf) to the following email address:**
bucharest@eda.admin.ch

Please write in the subject line of the e-mail “[Application for Political, economic and communication officer](#)” to ensure timely procession of your application.

The closure date for the applications is 6th June 2023.

- Incomplete applications will not be considered.
- Your candidacy will be treated with the highest confidentiality.
- Shortlisted candidates will be contacted for the assessment. Please do not contact the Embassy.

Please note that the interviews will take place in the second **half of June 2023.**