



## **Temporary Job Offer (6 months, effective April 2026)**

### **Visa Assistant**

The Embassy of Switzerland in Riyadh is offering, on a temporary basis (6 months, effective April 2026), the position of a full-time visa assistant.

#### **Job Description**

- Registering of visa applications and biometrical data in the computer system
- Receiving and careful checking of visa applications at the counter, daily recording of visa fees
- Other tasks in connection with visa matters (filing, translations, telephone/e-mail inquiries etc.)

#### **Requirements**

- Fluent in Arabic
- Very good knowledge of English (reading and writing)
- Flexibility
- High integrity, discreetness
- Distinct social/communication skills
- Ability to work in a team and under pressure
- Very good computer skills (windows, internet and others)

#### **Application**

In order to be eligible for consideration, your application has to include:

- CV
- Motivation letter
- References
- Copy of valid Iqama, work/residence permit
- Copy of passport

Please send your complete application (by e-mail only) with the subject line “Job Vacancy: Visa Assistant - 6 Months” to the Embassy of Switzerland in Riyadh ([riyadh@eda.admin.ch](mailto:riyadh@eda.admin.ch)) **until 31. January 2026 at the latest.**

**Please note:**

Only applications received by email with the subject line “Job Vacancy: Visa Assistant - 6 Months” will be considered.

Only complete applications which contain all the documents enumerated above can be considered.

The Embassy will not be able to acknowledge receipt of applications.

Applicants who fulfill the requested criteria will be shortlisted.

The Embassy will contact candidates who are shortlisted and invite them to an interview.

We regret that we are unable to refund travel expenses arising from interviews.

**We look forward to receiving your application!**