Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

SWISS PAVILION EXPO 2027 BELGRADE

Presence Switzerland (PRS) is an agency of the Federal Department of Foreign Affairs. It is responsible for managing Switzerland's official presence abroad, and as part of this mandate it implements the Federal Council's strategy on Switzerland's communication abroad. PRS supports the protection of Switzerland's interests by using various public relations tools. Its tasks include transmitting general knowledge about Switzerland, the forging of understanding for Switzerland, as well as a portrayal of Switzerland's diversity and attractiveness.

PRS implements this mandate through projects abroad, hosting visits by foreign journalists and decision-makers to Switzerland, developing and distributing information media in other countries about Switzerland and managing Switzerland's appearances with temporary physical communication and networking platforms such as the House of Switzerland at Olympic and Paralympic Games or the Swiss Pavilion at World Expos.

For the Swiss Pavilion at the Expo 2027 in Belgrade, we are offering from 11th May 2027 to 24th August 2027 the position of:

Collaborator in protocol

Your main tasks:

- Independent processing of in-coming written and telephone enquiries in English, Serbian and/or German and/or French
- Independent organization of guided tours in the Swiss Pavilion
- Booking of guided tours in other Pavilions
- Organization of accreditation
- Guided tours through the Expo site

Your profile:

- A commercial or equivalent qualification and professional experience
- Highly developed skills in the use of MS Office programs
- Very good knowledge of English, good knowledge of Serbian with the interest in expanding language skills on site. Knowledge of German and/or French is an advantage
- Organizational flair
- The ability to work independently and with a sense of responsibility
- Entrepreneurial thinking
- A friendly attitude and the ability to handle stress even in hectic situations
- Reliability, a team attitude, stamina and patience
- Willingness to take on additional tasks spontaneously outside the agreed job description
- A neat appearance, natural customer-orientation and self-confidence in dealing with others.

Your benefits:

- Monthly public transportation allowance of RSD 3,000
- Meal allowance in the gross monthly amount of RSD 2,000
- Net salary of RSD 145,000 per month, paid over 12 months, 100% workload

General conditions of employment:

- Workplace: Swiss Pavilion at Expo 2027 in Belgrade, Serbia
- Work is carried out in shifts, including weekends. 40 working hours per week over 5 working days.
- Holidays in accordance with local legislation and Internal Employment Regulations pro rata temporis.
- Vacation allowance in the monthly gross amount of RSD 1,000
- Candidate must be at least 18 years old
- Candidate must be a Serbian citizen or hold a valid Serbian work permit. Employment is in accordance with the Zakon o radu. Place of jurisdiction is Belgrade.

Swiss Federal Department of Foreign Affairs FDFA
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