



The Embassy of Switzerland in Kyiv is looking for a

Local Security Advisor (full time starting as soon as possible)

The [Embassy of Switzerland to Ukraine](#) covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy is responsible for the implementation of the Swiss cooperation program in Ukraine. To conduct its mandate, the Embassy relies on approximately 70 Ukrainian and Swiss staff.

Job Objective: The Security Advisor plays a vital role in ensuring the safety, security, and operability of the Embassy's personnel, assets, and activities. In this position he/she is responsible for monitoring the security environment, conducting risk analysis, planning missions and visits, and executing field operations. Working closely with senior management, local authorities and international partners, the Local Security Advisor contributes to crisis preparedness and promotes a strong culture of safety and security across the organization. The role includes field trips and **driving armoured vehicles**.

Main duties and responsibilities:

Monitoring, Analysis, Reporting & Briefing

- Monitor security developments and assess risks. Produce analysis and report.
- Maintain networks and participate in security coordination meetings.
- Provide briefings and timely advice to management, staff, and visitors.

Planning of Field Trips, Missions & Visits

- Oversee planning and coordination of missions and movements.
- Coordinate logistics, approvals, and contingency measures.
- Support high-risk missions and incoming delegations.

Field Missions Execution & Driving

- Plan and execute field missions and transport operations.
- Conduct briefings/debriefings and ensure on-site security oversight.
- Drive armoured vehicles and ensure passenger and asset safety.

Meetings & Security Management Tools

- Organize meetings and maintain documentation.
- Update contingency plans and security procedures.

Mutual Deputization within the team

Requirements:

- Bachelor's degree or equivalent qualification.
- Proven experience working with security forces or agencies.
- Valid driving license for armoured cars.
- Good computer proficiency.
- Fluency in English and Ukrainian (written and spoken).
- Strong understanding of national and regional security contexts.
- High level of reliability, loyalty, discretion, and integrity.
- Ability to work independently and in a structured manner.

We offer: - Inviting and interesting work atmosphere in a foreign diplomatic mission.

- Work in a dynamic organization operating actively across the country in the fields of international cooperation, diplomacy, economic and political cooperation.
- A dynamic and impactful role in an international environment.
- Competitive salary relative to experience and benefits package.

To apply: Please send your CV and a letter of interest with indication of salary expectations until Sunday **June 14th, 2026** to kyiv@eda.admin.ch. Indicate in the subject line "**Local Security Advisor**". No phone calls please. Those who are selected for an interview will be contacted.