



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**Embassy of Switzerland to the Russian Federation**

## **Principal interpreter and media point of contact**

The Swiss Embassy in Moscow is looking for:

A reliable, independently working and communicative employee in a full-time position (100%), **starting from June 1st, 2022.**

### **Your responsibilities:**

- Oral translations at official meetings for the Ambassador and other Swiss diplomats, mostly German-Russian and French-Russian, occasionally English-Russian
- Written translations for the Ambassador and other Swiss diplomats; drafting German, French and, occasionally, English summaries of Russian texts
- Summaries of media reports for the Embassy's Management
- Responses to media requests and contact to Russian media
- Organization of Embassy meetings with media
- Contact to the Russian Foreign Ministry on issues related to the work of Swiss media representatives in Russia

### **Requirements:**

- University degree, preferably foreign languages study
- Experience as an interpreter/translator; if possible diploma as an interpreter and/or translator
- Russian native speaker
- Excellent knowledge of the following working languages: Russian-German-Russian, Russian-French-Russian, secondarily: Russian-English-Russian
- Editing skills and precision
- Experience in the field of communication
- Experience in the field of international relations would be an asset
- Experience of working abroad or in an international company would be an asset
- Reference to Switzerland would be an asset
- Thorough knowledge of conventional IT-Software (Windows, Word, Excel)
- Russian citizenship or residence title with job permit
- Flawless reputation

### **We offer you:**

An attractive position with wide-ranged responsibilities in a modern European Embassy. A workplace in a comfortable environment. Multiple challenging tasks on the pulse of time.

A possibility to contribute to the further strengthening of Swiss-Russian relations. A motivated team, which will introduce you to your new role.

Please send your application including a motivation letter, CV, diplomas etc. by email to: [moscow.politics@eda.admin.ch](mailto:moscow.politics@eda.admin.ch)

Application deadline: **April 16, 2022**

Candidates shortlisted by the Embassy will undergo a language test.

**Please send your application letter in German, English or French.**

During summer 2022, you will be introduced into your new duties by the current jobholder. In autumn, you will take the full responsibility of the role.