



Executive Assistant to the Head of Mission

As of 1.7.21 or upon agreement, the Embassy of Switzerland in Abu Dhabi is searching a Personal Assistant to the Head of Mission as the current holder of the position will leave the country for good. Main tasks of the function are a smooth and efficient administration of the Ambassador's office and organizational and operational support of events, visits and delegations. If helpful, a short introduction by the current Personal Assistant and some consultancy and support from abroad for the first months could be arranged.

Tasks and Responsibilities

- Office manager of the Head of Mission: Management of the agenda, confirming or regretting meetings, answering phone calls and mails, writing correspondence, welcoming visitors, preparing greeting cards or gifts, thank you letters and similar
- Coordinating requests of the management members, the activities of the driver of the Head of Mission and the residence staff if required
- Preparing meetings of the Head of Mission in coordination with other embassy staff
- Administrative and operational support of events including invitation management, official journeys, and delegations in cooperation with other embassy staff
- Administrative tasks: Management of the contact database of the Head of Mission, lists of data of other diplomatic missions and of received gifts

Required Qualifications

- Higher education
- Several years professional experience in an executive office, preferably within the UAE
- Perfect English in speaking and writing, speaking and writing in either German or French, knowledge of Italian and/or Arabic would be an asset
- Proven organizational, administrative, multitasking, time management, prioritization and customer service skills
- Used to work autonomously as well in a team
- Flexible regarding working times
- Used to work sometimes under stress
- To be familiar with Switzerland would be very helpful
- Understanding the culture and behavior of the Gulf region, and knowing the ruling families of the UAE at least to some extent

Terms of Employment

The remuneration is according to current labor market standards, depending on the professional experiences. There are no accommodation, home leave or similar allowances paid, except a mobile phone for official calls. Instead, you will get a 13. monthly salary. The Embassy can help to find a suitable accommodation, arranges the residence visa, and takes over the health/accident insurance.

Applications

Applications should contain the following documents:

- Statement of interest in English, German or French including objectives, motivation and experiences relating to the advertised job profile
- Resume in English, German or French with photo
- 1-2 recommendation letters if available

- Copies only of the main university degrees or professional certificates

Applications should be sent by email to abudhabi@eda.admin.ch, attention Mr André M. Schreier, Head of Operations, latest by **5.6.21**. The shortlisted candidates will be contacted to arrange an interview.
