



Political Officer in the Political, Legal and Communications Team

The Embassy of Switzerland in London plans to recruit a **Political Officer** for a fixed term starting from 1 September 2021 (or by agreement). The post holder will work within the Political, Legal Affairs and Communications Team. The position will be full time (100%) and will terminate at the end of 2022, with a possible time-limited extension. The application deadline is 4 June 2021.

The position represents a unique opportunity to work in a very dynamic team on a variety of issues at the heart of the Embassy of Switzerland in London. The work of the Embassy offers wide exposure to an extensive range of topics and partners, reflecting the intensive and close Swiss-UK relationship and London's status as a global hub for policymakers, analysts and media.

Principal duties and responsibilities

- Responsibility for specific time-bound projects and topics within the Team's priority areas of British domestic and foreign policy, Swiss-UK bilateral relations, multilateral policy and public diplomacy
- Researching, providing analysis and drafting reports on British politics and a broad range of different topics of interest (e.g. migration, legal issues, sanctions or cyber)
- Participation in and organisation of visits, events and meetings

Requirements

- Strong interest in and understanding of British politics and Swiss foreign policy
- At least 1-2 years of relevant work experience
- Excellent written and spoken skills in English as well as one of the official languages of Switzerland
- Master's degree

All applicants must submit the following documents in electronic format

- Letter of application (in German, French or Italian)
- Curriculum vitae
- Copy of university degree or transcripts, as well as all previous work or internship documentation
- Details of two persons who could be contacted for a reference

Applications should be sent to london.jobs@eda.admin.ch. Only selected applicants will be contacted.

If you have specific questions about the position please contact Marco Fischer, Head of the Political, Legal Affairs and Communications Team: marco.fischer@eda.admin.ch or +41 58 48 52840.