



## Vacancy Announcement – Economic Officer (80%)

The Consulate General of Switzerland in Sydney, is offering a position as **Economic Officer**. This is an exciting opportunity to work for a Swiss representation in a dynamic and supportive team environment.

### ***Your employer***

The Consulate General represents all aspects of Swiss interests encompass trade, economic, financial affairs, science, innovation, education and culture. These activities are performed in cooperation with the Embassy of Switzerland in Canberra. In addition, the Consulate General provides the full range of consular services to Swiss citizens living or travelling in Australia, Kiribati, Nauru, Papua New Guinea, the Solomon Islands and Vanuatu.

### ***Your responsibilities***

As part of a very motivated team of professionals, you will work in a diplomatic setting and contribute to the strengthening of Swiss - Australian economic relations and to the promotion of Swiss interests in general. Among others, your tasks will be:

- Analyze and report on the economy and trade policy of Australia and on selected topics of specific relevance to Switzerland
- Assist businesses, facilitating trade opportunities, and contributing to the Consulate's economic and trade agenda
- Organize events and implementing projects, incl. social media and communication
- Develop a professional network with relevant Australian authorities, the local Swiss and Australian business communities and stakeholders as well as economic experts from academia
- Supporting the general operations of the Consulate

### ***Your profile***

- University degree in economics, political science, international affairs, law or comparable
- First working experience in relevant areas such as government or private sector
- Strong motivation to strengthen the economic and trade relations between Switzerland and Australia, strong interest in and knowledge of Australian policy and economy
- Marked interpersonal and communication skills; flair for project management, event organization and social media
- Excellent oral and written communication skills in English; Knowledge of a Swiss national language is an asset
- Committed and motivated personality, dynamic and outgoing, high flexibility, team spirit and ability to work under pressure
- Valid working permit in Australia: Swiss citizenship and/or professional experience in Switzerland is an advantage
- Availability: May 2025 or to be agreed upon

### ***Your application***

You will be working under a local employment contract reflecting local market conditions. Please address your application including motivation letter, CV, transcripts, work certificates or letters of reference by email in one PDF document with the following subject "Application Eco Officer YOUR NAME" to [sydney.job@eda.admin.ch](mailto:sydney.job@eda.admin.ch)

**Application deadline: 24 March 2025**

*Note on procedure:*

*Only complete applications will be considered.*

*Shortlisted candidates will be contacted for an interview by 4 April 2025.*

*Only candidates selected for further consideration will be contacted.*