



Job vacancy at the Embassy of Switzerland: Local Officer for Diplomatic and Economic Affairs

Work-time Percentage : 75% (for the first year, then possibly 100%)

The Embassy of Switzerland in Kuwait represents the interests of Switzerland in Kuwait and promotes political dialogue and economic, cultural and scientific cooperation between the two countries. The Embassy is looking for a Local Officer for Diplomatic and Economic Affairs to strengthen its team by the **01.05.2024** (or to be agreed). The officer will contribute to the political analysis and reporting and also to the Embassy's activities in the economic/trade field: analysis and reporting, support for companies active in the bilateral trade and investments.

About the position

The position's key responsibilities include, but are not limited to:

- Providing analysis on Kuwait's domestic, regional and foreign policy; contributing to (and drafting of) political reporting;
- Collecting relevant information, and providing analysis and reporting on key economic developments in Kuwait;
- Providing support to companies involved in bilateral trade and investments between Switzerland and Kuwait, in cooperation with the other relevant actors in the public and private sectors;
- Develop a local network among a wide range of stakeholders (e.g. industry and trade actors, experts, foreign business councils, legal affairs, gov. administration);
- Provide support for delegations and economic facts-finding missions from Switzerland;
- Representing the Embassy in external meetings and events.

Experience and skills

- University Master Degree e.g. in international relations, political science, law, economics, history or related fields (or bachelor's degree but with solid work experience);
- Excellent skills in Arabic (written and oral), fluency in English and at least in one Swiss national language;
- Relevant work experience in the field of political, business, legal affairs or similar fields;
- Good knowledge and interest for the political, economic and social reality in Kuwait and the region (ideally also general knowledge of Switzerland);
- Excellent analytical, drafting and communication skills;
- Strong social skills and flair for networking;
- Capability and motivation to work in a small team with an inter-disciplinary, inter-cultural and cooperative spirit;
- Good organizational and time management skills;
- Flexibility, adaptability and ability to think independently.

Kindly send your application with a motivation letter and CV (in English, French, German or Italian) and any other relevant documents by email to: kuwait@eda.admin.ch (also for questions).

If you do not have Kuwaiti citizenship, your work/residence permit and/or legal status in Kuwait must be specified.

Deadline to apply: 21 February 2024