



The Embassy of Switzerland in Belgrade is looking for a motivated and qualified candidate for the following position based in Belgrade (limited contract duration of 12 months):

## Communication Officer (100 %)

### Main duties and responsibilities:

- Lead overall communication activities of the Representation (Embassy and Swiss Cooperation Office);
- Create and manage content for the Social Media accounts (X, Instagram) of the Representation in cooperation with the communication team. Monitor social media trends and engage with online audiences to maintain a positive presence;
- Contribute to the preparation of the representation's new Communication Strategy (2025-2028) in line with the FDFA Strategy for Communication Abroad, set up an annual action plan and monitor implementation;
- Develop and maintain a network of local and national media outlets, facilitate interviews, and draft press releases, statements, and other public documents, regularly update the media contact list;
- Organize yearly media networking events;
- Assist in organizing public events, conferences, cultural programs, and high-level meetings. Prepare promotional materials and manage event communication;
- Coordinate communication activities with project partners;
- Administer the Embassy's website;
- Ensure coherent visual appearance of the Representation;
- Prepare monthly reports of communication activities in order to monitor media coverage;
- Maintain relations and close cooperation with HQ in regard to communication issues.

### Requirements:

- At least 3–5 years of professional experience in the area of communications and, media relations.
- University degree in communications, public relations, journalism, international relations, political science, or a related field. A master's degree is an advantage.
- Strong knowledge and experience of media relations, social media management, and digital content creation. Video-editing skills are a plus.
- Demonstrated ability to work under pressure, handle multiple tasks, and meet deadlines.
- Strong organizational and project management skills.
- High attention to detail and accuracy in all communication materials.
- Ability to work independently but also effectively with diverse teams and external partners.
- Familiarity with the political, cultural, and media landscape in the country.
- Proficiency in Serbian language and strong written and spoken communication skills in English (C1). Knowledge of German or French language is a plus.

### Personal qualities:

- Proactive, resourceful, and able to take initiative in a fast-paced environment;
- Discretion and reliability;
- High degree of personal integrity and trustworthiness (no police record);

- Methodical and thorough work approach;
- Capability to deal with periods of increased strain.

**Date of entry:**

- February 2025

**We offer:**

- Positive and interesting work atmosphere in a foreign diplomatic mission;
- Competitive local salary relative to experience and benefits package;
- Promotion of equal opportunities and cultural diversity.

**To apply:**

Please send your CV and a letter of interest no later than **24 November 2024** in electronic format (Word document, PDF file) with subject "Communication Officer" to the following address [Belgrade.jobapplications@eda.admin.ch](mailto:Belgrade.jobapplications@eda.admin.ch).

No phone calls please. Only candidates shortlisted for an interview will be contacted.