



Vacancy – Political and Cultural Affairs Officer (100 %)

The Embassy of Switzerland in Belgrade has a vacancy for the position of a **Political and Cultural Affairs Officer** in the Diplomatic Section.

Main duties and responsibilities:

- Provide analysis on the political situation, with a focus on human rights, rule of law and regional relations and integration;
- Manage the Small Action projects of the Embassy in the areas of culture, human rights and rule of law;
- Support the organization of cultural and other public events ;
- Develop and maintain a network with representatives of the government and of civil society relevant to the job;
- Manage the annual cycle of Swiss excellence scholarships ;
- Other tasks as required, such as supporting the organization of official visits, providing administrative assistance and translations, etc.

Requirements:

- At least 5 years of professional experience in related domain ;
- Master's degree in political science, social sciences or related area;
- Knowledge of & interest in politics, human rights, and cultural scene.
- Existing network in culture, human rights, rule of law would be an advantage;
- Excellent references;
- Good knowledge of IT, proficiency in MS Office;
- Fluent in Serbian and English, good knowledge of one of the official Swiss languages (German, French, Italian).

Personal qualities:

- Discretion, reliability, loyalty;
- High degree of personal integrity (no police record) and trustworthiness;
- Methodical and thorough work approach;
- Good writing skills;
- Ability to work both independently and as part of a team;
- Capability to deal with periods of increased strain;
- Good social skills.

Date of entry:

- August / September 2023

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 23 May 2023 in electronic format (Word document, PDF file) with subject "Political and Cultural Affairs Officer" to the following address Belgrade.jobapplications@eda.admin.ch.

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