



The Embassy of Switzerland in Ukraine is looking for a

Economic Officer (100%)

as of 1 August 2024

based on a contract limited until 31 December 2024

An extension of the contract beyond this date is envisaged, but currently subject to confirmation of funding

The Swiss Government is supporting Ukraine in its recovery and reconstruction (R&R) efforts, also through the involvement of the Swiss private sector. In this context, you will provide relevant support to facilitate such involvement of Swiss companies, thereby engaging with Swiss and Ukrainian central and local authorities, as well as with the Swiss and Ukrainian private sector.

Main duties and responsibilities:

- Provide an overview of the Ukrainian R&R stakeholder landscape (national / international institutions and private sector)
- Analyse sectors and/or geographic areas in Ukraine of particular potential for Swiss businesses
- Report on potentials for Swiss business, including large infrastructure projects
- Support the preparation of intergovernmental meetings, dialogues or events on R&R
- Support the preparation of fact-finding missions of Swiss companies to Ukraine (content, program, logistics, deliverables)
- Help to create synergies within the Embassy on R&R related topics
- Areas of responsibility may change as R&R priorities and activities evolve

Requirements:

- University degree, preferably in business economics or law
- Previous work experience in the Ukrainian governmental and/or private sector
- Good understanding of Ukrainian politics and the internal reform agenda, in the R&R context of Ukraine
- Basic programme and project management experience
- Ability to create and manage a wide network of stakeholders
- Strong written and verbal communication skills in English and Ukrainian (knowledge of German or French would be an asset)
- Ability to manage a high workload and to deliver at pace whilst maintaining quality
- Good computer literacy

Personal qualities:

- High degree of personal integrity and trustworthiness
- Stress resistance and flexibility
- Team orientation, good communication and co-operation skills

We offer:

- An inviting and interesting work atmosphere in a foreign diplomatic mission
- Competitive salary (relative to experience) and benefits package

Other conditions of employment:

Type of Position: Full-time, 40 working hours per week. Staff recruited locally by the Swiss Embassy in Kyiv is subject to Terms and Conditions of Service according to local Ukrainian employment law.

All applicants should have the right to live and work in Ukraine. Persons potentially subject to military service have to provide proof of their valid military registration. The Embassy does not sponsor work permits and costs connected with relocation if offered a position.

The successful candidate will be subject to professional background and security clearance. In case you are invited for an interview, your language skills are going to be assessed.

How to apply:

Please send your CV and a letter of interest with indication of salary expectations no later than 16 June 2024 to kyiv@eda.admin.ch. Please indicate in the subject line "Economic Officer" to ensure timely processing of your application. No phone calls please. Candidates who are selected for an interview will be contacted.