



VACANCY ANNOUNCEMENT

The Embassy of Switzerland in Beijing is looking for a

Deputy Head Communication and Culture Section

Start of employment : March 1, 2021 or as mutually agreed
Working time : 40 hours a week. Part time negotiable
Place of employment : Embassy of Switzerland in Beijing

About the position:

The Embassy of Switzerland in Beijing represents the Swiss Government in China. The Communication and Culture Section is responsible for Switzerland's official communication, as well as promoting Switzerland's image and diverse culture in China.

The Deputy Head of the Communication and Culture Section will:

- Lead on one of the two main domains (communication or culture) and support on the other:
 - o Communication: contribution to strategic direction and improvement of existing guidelines and processes; drafting of content or coordination of their production; communication advisory to other sections and consulates.
 - o Culture: coordinate with relevant actors in China and Switzerland on cultural projects; maintain and grow networks in the culture domain; project management; management of budgets and sponsorships.
- Contribute to Switzerland's "Smart and Sustainable" and Olympic 2022 campaigns in China.
- In addition, s/he will support the Head of Section in management, operational, networking and representational tasks, and replace her when needed.

Profile:

- Master's Degree and professional experience in communication and/or project management and/or culture.
- Strong analytical and communications skills.
- Organized and able to push projects forward.
- Native-level fluency in English and in at least one of Switzerland's national languages. Mandarin Chinese is a clear advantage.
- Desire to take on management tasks and flexibility to attend occasional evening/weekend events.
- Good team spirit and can-do attitude
- Swiss or EU / EFTA nationality
- Due to the current travel restrictions to China, *only applicants who are already in China will be considered.*

What we offer:

- A multifaceted position in a positive work environment.
- Interesting work topics with high-profile projects.
- A competitive salary and good working conditions.

Apply Now!

Submit your application with an up-to-date CV, a motivation letter in English or in a Swiss national language to beijing.jobapplications@eda.admin.ch before **February 21st, 2021**.

Note on procedures:

- Only complete applications will be considered
- Only shortlisted candidates will be contacted for an interview. No phone calls please.
- A background check will be required for shortlisted candidates.