



V a c a n c y A n n o u n c e m e n t

Political / Economic Officer

The Embassy of Switzerland in Canada, based in Ottawa, is offering a position as Political/Economic Officer. This is an exciting opportunity to work for a diplomatic mission in a dynamic and supportive team environment.

Your employer

The Embassy of Switzerland represents the Swiss Government in relation to Canada and the Commonwealth of the Bahamas. Swiss interests encompass political, economic and financial affairs, science, technology, education, and innovation.

Your responsibilities

As part of the political team, you will work on the political and economic portfolio of the Embassy. This includes the preparing and accompanying visits, reporting, networking, organizing events, and implementing projects. In cooperation with the Swiss Business Hub in Montreal, you will be promoting Switzerland as a financial and economic center. In addition, you will be responsible for the Embassy's public diplomacy (excluding cultural diplomacy).

Your profile

- University degree in political science, economy, international affairs, law, or comparable
- First working experience in relevant areas such as government or private sector
- Strong motivation to strengthen the bilateral relations between Switzerland and Canada, strong interest in and knowledge of Canadian policy and economy
- Marked interpersonal and communication skills; experience in project management, event organization, and social media is an asset
- Excellent oral and written communication skills in English and French. Passive knowledge of German and/or Italian is an advantage but not a prerequisite
- Committed and motivated personality, dynamic and outgoing, high flexibility, team spirit and ability to work under pressure
- Valid working permit in Canada
- Availability: March 2025 or to be agreed upon

Your application

You will be working under a local employment contract reflecting local market conditions. Please address your application including motivation letter, CV, transcripts, work certificates or letters of reference by e-mail in one PDF document with the following subject: "Application PolEcon Officer YOUR NAME" to ottawa.job@eda.admin.ch.

Application deadline: 15 February 2025