



New Delhi, 06.11.2023

Job offer

The Embassy of Switzerland in New Delhi as the official representation of Switzerland in India is looking for an

Office Manager – Office of the Defence Attaché (60-80%) Starting February 2024 or a date upon mutual agreement

Your responsibilities

Support of the Defence Attaché and the team in administrative and media matters, including but not limited to:

- Organisation of and follow-up to informal and official meetings, including assuring the continuous update and oversight over agendas and time planning;
- Preparation and management of official correspondence;
- Accounting and support in financial management and budget oversight;
- Organisation of official trips;
- Support in the preparation, conduct, and follow-up of events organized by the Office of the Defence Attaché;
- File and data management related to the Office's work;
- Support in oversight and analysis of relevant news in online and print media.

Our expectations

- Bachelor's degree or equivalent with at least 5 years of work experience in the field of administration or defence and security affairs.
- Excellent knowledge of oral and written English – C2 proficiency.
- Fluent in Hindi and, if possible, another Indian language.
- Well versed in one of the Swiss national languages - German, French or Italian.
- Strong interpersonal skills, stress resistant, perseverant, accurate, reliable and discreet.
- Well organized and meticulous.
- Ability to communicate effectively and concisely with clients, using a variety of styles and techniques on a wide range of topics in the visa field.
- Ability to participate productively as a contributing member in a team environment.
- Mastering of key office tools, in particular Word, Excel and Power Point.

You will be part of a highly motivated and professional team at the Office of the Defence Attaché. The Embassy offers attractive work conditions in a dynamic environment within a team and network of experienced professionals. Furthermore, regular internal trainings will enable you to understand all the work specifications.

Contract

Employment is part-time (60-80%) with a local contract (Indian labour law applicable). The first contract is limited to one year, with possibility of extension.

Compensation

The compensation will be in accordance with education, experience and based on the salary scale of the Embassy of Switzerland.

Application

Please submit the following documents as ONE single PDF-file:

- Letter of motivation describing your suitability and interest for the position
- Resume (curriculum vitae) with two references
- Copy of passport or Aadhaar Card
- English and German / French / Italian language certificates
- Any other document supporting your application

by email to newdelhi.va@eda.admin.ch

Reference in title "OM DA Office"

Deadline for submission of application: 30.11.2023

Note on procedures:

Only complete applications will be considered and only shortlisted candidates will be contacted after the submission deadline for an interview