



Position: Consular Officer in Civil Status Matters

The Embassy of Switzerland is the official Swiss representation in Pakistan and covers all matters concerning diplomatic relations between the two countries as well as all consular matters such as registration of Swiss citizens, registration of civil status documents in Switzerland, issuing of Schengen visas, processing Swiss passport applications and more.

The Embassy is currently looking for an individual who is eligible to work in Pakistan for the full-time position of consular officer in civil status matters. It is an Indefinite long-term contract.

Main Responsibilities:

- Handling of Visa clients/applicants at the Embassy counter
- Processing applications for family reunification (Pakistani and Afghan nationals)
- Photocopying and scanning of documents/files
- Preparation of different forms and letters using Microsoft tools
- Processing of civil status events for Swiss citizens living in Pakistan and Afghanistan
- Archiving, maintaining statistics, updating forms/documents and email processing
- Any other tasks as and when required

Personal Skills and Qualifications:

- Bachelor in Business Administration, Law or similar
- A minimum of 2 years' work experience
- Excellent written and verbal communication: proficiency in English and Urdu is mandatory, knowledge of Pashto and Dari would be an asset, French or German would be a plus
- Ability to work independently as well as in a team
- Quick learning ability
- Advanced level knowledge of MS-Office (including Word, Excel and PowerPoint, MS Outlook)
- Observing strict rules of confidentiality and personal integrity
- High level of responsibility, reliability and sense of duty

Interested candidates who fulfill the above requirements are requested to submit their CV's including three references, a letter of motivation, certified copy of the highest obtained degree, certificate of computer skills and experience letters by email to:

islamabad@eda.admin.ch

Only shortlisted candidates will be contacted for an interview.

Application deadline: **Sunday 11th January 2026**