



Job Offer

Communication, Cultural and Event Officer (80%)

The Embassy of Switzerland in Riyadh announces the vacancy of a position as Communication, Cultural and Event Officer (80%) to the Head of Mission as of **June 1st 2025**.

Job Description

- Social Secretary;
- Management of events (business, tourism, etc.);
- Organization of cultural projects;
- Communication Officer (Editor and publisher of the Embassy social media accounts, Webmaster).

Requirements

- Fluent in Arabic (native language)
- Excellent command of English and French or German (reading and writing).
- Creativity
- Flexibility
- High integrity, discretion and loyalty.
- Distinct social and communication skills, positive attitude
- Ability to work in a team and under pressure, solution oriented
- Discipline, sense of priority, high work ethics
- Very good computer skills (windows word, PowerPoint, Excel and others).
- Experience in similar position with references or recommendations.

Application

In order to be eligible for consideration, your application has to include:

- CV
- Motivation letter
- References or recommendation letters
- For non-GCC nationals: Copy of Iqama/work/residence permit for Saudi Arabia
- Copy of passport

Please send your complete application (by e-mail only) with the subject line "Job Vacancy: Communication, Cultural and Event Officer" to the Embassy of Switzerland in Riyadh (riyadh@eda.admin.ch) **until 31st March 2025 at the latest**.

Please note:

- Only applications received by email with the subject line “Job Vacancy: Communication, Cultural and Event Officer” will be considered.
- Only complete applications which contain all the documents enumerated above can be considered.
- The Embassy will not be able to acknowledge receipt of applications.
- Applicants who fulfill the requested criteria will be shortlisted.
- The Embassy will contact candidates who are shortlisted and invite them to an interview.

We regret that we are unable to refund travel expenses arising from interviews.

We look forward to receiving your application!