



The Embassy of Switzerland in Belgrade is looking for a motivated and qualified candidate for the following position based in Belgrade:

**Public Affairs & Event Manager (80%)**

(contract limited to 2 years)

**Main duties and responsibilities:**

- Coordinate the Embassy's involvement in EXPO 2027 Belgrade, including organisational and administrative support (e.g. cooperation with agencies, local sponsors and partners, support in recruiting local staff).
- Support the **planning, organisation and implementation** of public diplomacy and outreach events highlighting **Swiss–Serbian cooperation**.
- Develop and implement **public affairs initiatives** aimed at enhancing the Embassy's visibility and engagement with key audiences.
- Build and maintain partnerships with institutions, organisers, sponsors and other relevant stakeholders.
- Produce content for social media and media outreach when required, ensuring continuity of communication during periods of absence of the Communication Manager.

**Requirements:**

- **1-3 years of relevant professional experience** in public affairs, communication, cultural cooperation, event management or a related field.
- **University degree or technical degree** in communications, international relations, cultural management, political sciences or a related discipline.
- Proven experience in **planning and organising events** and working with multiple stakeholders.
- Strong organisational, communication (incl. social media) and **writing skills**.
- Ability to work independently, **prioritise tasks** and take initiative in a dynamic environment.
- High attention to detail, reliability and sense of responsibility.
- **Excellent command of Serbian and very good written and spoken English (C1); good knowledge of German or French or Italian** is a plus.

**Personal qualities:**

- Proactive, flexible and **solution-oriented** approach to work.
- Strong interpersonal skills and ability to work as part of a team.
- **Discretion, integrity and trustworthiness** (no police record).
- Ability to work under pressure and manage periods of increased workload.
- Cultural sensitivity and interest in **public diplomacy and international cooperation**.

**Date of entry:**

- 2 February 2026

**To apply:**

Please send your CV and a letter of interest **in English** no later than 30.12.25 in electronic format (PDF file) with subject "Public Affairs & Event Manager" to the following address [belgrade.jobapplications@eda.admin.ch](mailto:belgrade.jobapplications@eda.admin.ch)

No phone calls please. Only candidates shortlisted for an interview will be contacted.