



Job opening at the Embassy of Switzerland

Security and Defence Analyst in the Office of the Defence Attaché

As the official representation of Switzerland in Singapore, the Embassy covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The office of the Defence Attaché (ODA) is an integral part of the Embassy. Its key responsibilities include representing the interests of Switzerland in the fields of security policy and defence, exchanging information with the Ministry of Defence, implementing and promoting bilateral military cooperation and reporting on security and defence developments.

To complete the ODA team, we are looking for a security and defence analyst.

In your position, you will be required to carry out research and write briefing notes and analyses on security and defence policy issues. You will conduct strategic media monitoring and produce a periodic situation report. You will proactively inform management about significant events.

You will take part in international conferences, seminars, workshops and other relevant events. You will also help to prepare, accompany and follow up high-level delegation visits.

Requirements

- Singaporean nationality or other nationality with excellent knowledge of Singapore;
- University degree in political science, international relations, social sciences or a similar field;
- Two years' professional experience in the field of international relations or security and defence policy, ideally with a regional focus on Asia-Pacific;
- Excellent oral and written command of English and Mandarin Chinese;
- Proficiency in the usual office IT applications.

Expected skills

- Loyalty, integrity, personal responsibility;
- Strong analytical and network thinking skills;
- Ability to communicate clearly, openly and directly, both orally and in writing;
- Ability to work professionally even under time pressure;
- Ability to work in a team;
- Willingness to learn and adapt.

We offer

- An attractive and stimulating working environment in a diplomatic representation;
- A competitive salary and a comprehensive benefits package.

Start date

1 May 2025, or by agreement.

Application

Interested candidates should send their applications by e-mail to singapore@eda.admin.ch by **24 February 2025**. Applications should include a letter of motivation, a CV, copies of diplomas, certificates and professional references. Shortlisted candidates will be contacted for an initial interview.