



Assistant to the Migration Attaché (part-time 60% - 3 days a week)

In order to support the Migration Office at the Embassy of Switzerland in Ankara, we are looking for a motivated individual with language skills and experience in the Migration & Protection domain. If you are interested to be part of a dynamic team in a pleasant, international working environment, please send in your application as directed below.

As an Assistant to the Migration Attaché your position includes the following duties:

- Drafts or contributes upon instruction of the line manager to descriptive & analytical reporting on Migration Policy, Migration Flows and Refugee Response-related topics – gathers relevant information to that end
- Conducts upon instruction of the line manager targeted researches on further migration related topics of interest for Switzerland and drafts summarizing reports on it
- Contributes upon guidance of the line manager to the Project Cycle Management of the Swiss State Secretariat for Migration (SEM) with its implementing partners in Türkiye (incl. travels for monitoring the project activities)
- Liaises with authorities and other partners to arrange appointments for the Migration Office of the Embassy
- Organizes travel arrangements and undertakes necessary preparations to host delegations from Switzerland
- Undertakes necessary arrangements for events organized by the Migration Office
- Responds to requests by third parties via phone and e-mail
- Maintains the correct archiving of documents
- Supports the Migration Office in other administrative areas
- Replaces team members during their absence and fulfils some of their duties
- Other duties as required

Requirements

- Turkish citizenship or legal residence and work permit in Türkiye
- Undergraduate degree in Social Sciences, Law or related field, preferably in Migration, International Relations, or Human Rights
- Relevant professional work experience
- Strong analytical skills and basic comprehension of the Migration & Refugee domain including its Terminology, Protection, Human Rights, Governance, and Project Cycle Management
- Language skills: Turkish (mother tongue), strong speaking and writing skills in English (additional skills in German or French are an asset)
- Critical thinking and commitment to the Protection of Migrants & Refugees and respective international conventions
- Aware of the migratory situation in Türkiye and the region
- IT skills: Microsoft Office – Word, Excel and PowerPoint / Social Media experience

Start of employment

July 2024

Applications

Please send your application, which should include a motivational letter in English, CV with references and proof of educational and professional experience **until 22. May 2024** by e-mail to:

Embassy of Switzerland
Mr. Tsewang Dorje Gyalzur
ankara.sem@eda.admin.ch

Please note that only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.