



The Embassy of Switzerland in Kyiv is looking for a

Political Officer (100%)

as of 1st February 2025 or by mutual agreement
based on a contract limited to six months with the possibility of extension, until the return of the incumbent of the position, currently accomplishing his military duties

The Political Officer plays a key role in the Embassy's diplomatic team, providing context and analyses in the area of internal and external politics.

The Political Officer should build and maintain an excellent network of contacts, identify political opportunities and risks for Swiss engagement and support the operational teams across the Embassy in the political field.

Important Note

This is a re-advertisement of the position. Candidates who applied during the first round are kindly requested not to reapply, as their previous applications will not be reconsidered.

Main duties and responsibilities:

Political research, analysis, political reporting and contact building

1. Provide timely and concise background information and analysis on political developments in and around Ukraine to help the diplomatic team provide relevant policy advice to the Embassy and HQ
2. Draft political reports and provide background research to support diplomatic team's analysis of high-profile political issues and/or personalities
3. Build and maintain a good network of working contacts with a variety of partners (e.g. Ukrainian administration, international organisations, NGOs, etc.)
4. Support the preparation and accomplishment of delegation visits, meetings and events
5. Prepare and implement targeted cultural and public diplomacy activities
6. Substitution for economic, media and cultural affairs
7. Provide background information and analysis on the Republic of Moldova
8. Performing written and oral translation

Requirements:

- University degree in political science, economics, law, international relations or related areas
- Excellent research and analytical capacities
- Profound knowledge of the Ukrainian political landscape, the priority domestic political debates, the reform agenda, legal affairs and social policy
- Fluent in Ukrainian, English (knowledge of German or French would be an asset)
- Good computer literacy (including social media accounts)
- For male candidates, only those with updated and legal military registration data will be considered

Personal qualities:

- High degree of personal integrity and trustworthiness
- Stress resistance, flexibility and ability to work under pressure
- Discretion and confidentiality
- Team orientation, good communication and co-operation skills

We offer:

- An inviting and interesting work atmosphere in a foreign diplomatic mission
- Competitive salary (relative to experience) and benefits package

To apply:

Please send your CV and a letter of interest with indication of salary expectations no later than 10 January to kyiv@eda.admin.ch.

Please indicate in the subject line "Political Officer" to ensure timely processing of your application.
No phone calls please. Candidates who are selected for an interview will be contacted.