



## **Consular Assistant** **(12 months fixed-term contract)**

The Embassy of Switzerland in London has a vacancy for the position of **Consular Assistant** from **1 September 2025** or by agreement. The job is offered as a part-time (80%) or full-time (100%) position with a fixed-term contract for 12 months.

The application deadline is 20 July 2025.

### **Main duties and responsibilities:**

- Registration of Swiss nationals residing abroad
- Issuing of passports and ID cards
- Translation/certification of registry office records for entry into the family register of the home canton
- Nationality issues; processing applications for naturalization under the simplified procedure
- Exercising political rights
- Confirmations, certifications, legalization of signatures/documents
- Consular protection: assistance and support with lost passports, repatriations and in the event of accident or other emergency

### **Requirements:**

- Applicant must have Swiss citizenship with right to work in the UK
- Experience in a similar administrative position
- Command of German and/or French as well as excellent command of English
- Advanced computer skills (MS Office) and willingness to learn new applications
- Flair and passion for organisation and administration

### **What we expect:**

- High degree of personal integrity and trustworthiness
- Personal skills: discretion, attention to detail, task orientated
- Ability to work both independently and as part of a team
- Willingness to work under pressure
- Flexible and quick thinking
- Good, friendly customer service skills at Reception and on the phone
- Willingness to take on temporary tasks

### **We offer:**

- Interesting and challenging work in a foreign diplomatic mission
- Competitive salary relative to experience
- English and some Swiss public holidays

### **All applicants must submit the following documents in electronic form:**

- Letter of application
- Curriculum vitae
- Salary expectation
- Details of two persons who could be contacted for a reference

**Applications should be sent to:** [london.jobs@eda.admin.ch](mailto:london.jobs@eda.admin.ch).

Please indicate in the subject line "Consular Assistant" to ensure timely processing of your application.  
**No phone calls please, only those selected for an interview will be contacted.**