



Job vacancy as of 01.03.2023 or upon agreement

The Embassy of Switzerland in Abu Dhabi is seeking a candidate for the below position

Office Manager for the Defense Attaché's Office

Main tasks of the function are a smooth and efficient administration of the Defense Attaché's office and organizational and operational support of journeys, events, visits and delegations.

Tasks and Responsibilities

- Assistant of the Defense Attaché and Head of the Defense Attaché's secretariat.
- Communication and correspondence with local authorities in the UAE, Saudi Arabia, Bahrain and Kuwait, the head office in Switzerland, and other Defense Attachés.
- Arranging meetings, official journeys and events.
- Translating Arabic-English and English-Arabic documents.
- Managing Defense Attaché office agenda, logistics, expenses, and other administrative tasks.
- Assisting in organizing visit programs of official delegations from Switzerland.
- Supporting the embassy in various functions when needed.

Required Qualifications

- Language: Arabic and English in writing, reading and speaking is required. Proficiency in a Swiss national language is a plus.
- Good networking and social skills.
- Experienced in arranging meetings, journeys, events and delegation programs.
- Dynamic, hands on person, able to take initiatives when required, used to work autonomously as well as in a team.
- Good computer skills (ex: Microsoft Office).
- Team player, flexible and used to work in multicultural environments.
- Familiarity with Switzerland is a plus.
- Understanding local culture and knowing the politics in the region to some extent.
- Living in Abu Dhabi or willing to move to Abu Dhabi.

Terms of Employment

The remuneration is dependent on relevant experience but starts at a monthly gross salary of AED 18,365, with a 13th month salary

Applications

Applications should contain the following documents:

- Statement of interest including objectives, motivation and experiences relating to the advertised job profile.
- Resume with photo.
- 1-2 recommendation letters if available.
- Copies of the main university degrees or professional certificates only if available.

Applications should be sent by email to abudhabi.va@eda.admin.ch, latest by **10.02.2023**. The shortlisted candidates will be contacted to arrange an interview with Arabic and other tests.