



The Embassy of Switzerland in Hanoi is looking to fill the position of:

POLITICAL OFFICER

Tasks:

- Regular and demand-oriented reporting on Vietnam's foreign and domestic policy, including key political and economic developments.
- Preparing analytical products (reports, notes, factsheets, charts, etc.) - for visits in both directions CH to VN and VN to CH, participations in international conferences, speeches, for speaking notes, or else).
- Reporting on Vietnam-related regional developments concerning the ASEAN, the Mekong region, the South China Sea, as well as the broader geopolitical context and with regard to the UN (e.g. VN at HRC) and other multilateral institutions.
- Maintaining and developing a professional network (academia, foreign and VN media, other reps, experts, etc.).
- Assisting the Deputy Head of Mission with a broad range of political and diplomatic tasks.

Profile:

- Master's Degree, preferably with a degree in international affairs, political science and/or law (incl. international humanitarian/human rights law), or economy (combined with political science).
- Minimum 5 years of relevant professional experience and profound knowledge of Vietnamese politics and institutions, and the regional context.
- Interest in the Swiss political system and diplomacy.
- Proactive and open-minded personality, who can think independently and quickly gain an understanding of complicated and complex topics.
- Diligent and reliable implementation of tasks, integrity, full respect of confidentiality rules.
- Team player with well-developed communication skills and intercultural sensitivity.
- Languages: Excellent command of Vietnamese and English. French or German language ability is an advantage.

We offer:

- Open-ended local employment contract.
- Competitive compensation package.
- Attractive international working environment (team of about 20 staff members).

If you are interested in this position and qualify for the above profile, kindly submit a **complete dossier**, including your CV and a motivation letter in English, as well as university and language diplomas and - if applicable - reference letters to: hanoi@eda.admin.ch (Subject: Political Officer)

Application deadline: **April 28, 2023**

Only short-listed candidates will be contacted.

Interviews (in person or via video call) will be conducted in the week of May 8, 2023.

Conditions for eligibility: This position is a Local Staff position, subject to the Terms and Conditions of Employment in Vietnam. The selection process is open to external applicants legally residing in Vietnam at the time of appointment. Candidates must be legally authorized to work in Vietnam. Else, employment is contingent on obtaining a visa from the Vietnamese authorities.