



Job opening in the Political Division

The Embassy of Switzerland to the United Arab Emirates and Bahrain is offering a new position (100%) in the Political Division to a highly motivated and qualified candidate. The successful candidate will work mainly on political tasks with a focus on Bahrain, under the direct supervision of the Deputy Head of Mission. He/she will cover all aspects of the bilateral relation between Switzerland and the Kingdom of Bahrain (political, economic, social, finance, human rights, etc.). He/she will also be in charge of the human rights and judiciary cooperation files for the United Arab Emirates.

Tasks and Responsibilities

GENERAL

- Follow the regional and global political developments in relation to the UAE and Bahrain
- Coordinate work with colleagues at the Embassy, in the region and Head Office
- Support visits from Head Office to the UAE and Bahrain
- Coordinate with the relevant federal offices of the Swiss administration in Berne
- Represent the Embassy in events and meetings
- Provide support to line when required

BAHRAIN

- Operational responsibility for the bilateral relation Switzerland-Bahrain
- Support the Head of Mission, Deputy Head of Mission and Head Office
- Regular reporting of domestic and foreign policy (annual political, economic and human rights reports, monthly news reports, etc.)
- Conduct regular missions to Bahrain to follow up and move forward the bilateral agenda
- Build and maintain a network of actors from the public and private sectors in Bahrain
- Contribute to political consultations and *démarches*

UAE

- Responsible for the human rights and judiciary cooperation files
- Contribute to monthly reporting, political reports and write annual report on human rights
- Build and maintain an extensive network with members of like-minded embassies, think tanks, universities, civil society and the private sector
- Regular structured exchange of information with like-minded countries, in particular on human rights or to conduct joint *démarches*

Required Qualifications

- Master degree in international relations, political or social science, economics, law or related fields with strong analytical, research and writing skills
- At least five years of experience in international affairs, public policy area or other relevant sector
- Strong interest in political issues, curiosity to understand and question reality
- Capacity to strategically analyze and interpret policies, systemic thinking, capacity to synthesize and to relate developments to Swiss interests
- Excellent English skills (oral and written)
- Fluency in French or German (oral and written). Knowledge of a second Swiss official language would be a strong asset. Knowledge of Arabic is an advantage.
- Highly motivated to take a new step in his/her career with largely independent work

- Strong communication skills, ability to prioritize, to manage time and deliver under pressure
- Ability to work in a multicultural team, share information and adapt to rapid developments, flexibility and adaptability to a dynamic environment.

Terms of Employment

The Embassy of Switzerland is an equal opportunity employer. The Embassy can help find an accommodation and will arrange the residence visa (Abu Dhabi). The Embassy offers excellent working conditions and a very competitive package in the local labor market. Gross monthly salary will be between AED 20,400 (~ CHF 5,100) and AED 27,720 (~ CHF 7,000) paid 13x/year, depending on background, experiences and age. The UAE does not tax labor income (as of 2021).

Applications

Applications should contain the following documents:

- A motivation letter in English showing the profile and experiences relating to the position
- A CV with photo in English
- Two recommendation letters or two reference persons
- A copy of the main diplomas/awards and recent work certificates

Applications must be sent by email to abudhabi@eda.admin.ch, to the attention of Mr. André M. Schreier, Head of Operations, latest by **14.05.2021**. Entry into function is scheduled 01.07.2021 or to be agreed. Shortlisted candidates will be contacted to arrange an interview and a written assignment.