



Tokyo, 16.01.2023

The **Embassy of Switzerland in Japan** is looking to fill the position of

## **Political Officer (80-100%)**

starting from **May 2023**. This position provides a unique opportunity to gain valuable experience in the world of diplomacy and international relations while operating in an attractive and fast-paced work environment.

### Tasks:

- Regular and demand-oriented **reporting on Japan's foreign and domestic policy**.
- **Assisting the Deputy Head of Mission** with a broad range of political and diplomatic tasks.
- Preparing analytical products and offering logistical support for **high-level delegations/meetings**.
- Reporting on Japan-related developments concerning the **United Nations Security Council**.
- Organizing cooperation formats in **cybersecurity** and following developments in **digitalization**.
- Processing **legal assistance** cases.
- Developing and maintaining a **professional network**.
- Supporting the **recruitment and management of the academic intern**.

### Profile:

- **Master's degree**, preferably with a degree in international relations, political science, law and/or economics. Professional experience in a political environment is a plus.
- **Interest** in political and economic developments in Japan, ideally matched with personal experience in Japan or the wider region.
- Proactive and open-minded **personality** who can flexibly adapt to new environments and quickly gain an understanding of complicated topics. Diligent and reliable implementation of tasks. Well-developed communication skills and intercultural sensitivity.
- **Languages:** Native speaker of a Swiss national language with very good knowledge of a second Swiss national language and excellent command of English. Japanese-language ability is an advantage.

### Conditions for eligibility:

- **Candidates** who currently **reside in Switzerland** are **welcome to apply**
- **Employment** is **contingent on obtaining a visa** from the Japanese authorities

### We offer:

- **Local employment contract**, limited to 1 year, with the option to be extended
- Attractive international and intercultural **working environment** in central Tokyo
- **Monthly pay** reflecting local market conditions

If you are interested in the position of Political Officer at the Embassy of Switzerland and qualify for the above profile, kindly submit a **complete dossier** including your CV and a motivation letter in a Swiss national language or in English, as well as university and language diplomas and – if applicable – reference letters to: [tokyo@eda.admin.ch](mailto:tokyo@eda.admin.ch).

Please note that selection interviews will be conducted via video call or in person in the week of February 13, 2023. **Application deadline: February 3, 2023.**