



Institut für Föderalismus  
Institut du Fédéralisme  
Institute of Federalism

## Job advertisement

The Institute of Federalism (IFF) is a nationally and internationally recognised centre of excellence for multilevel governance, democracy, the rule of law, and human rights. Its International Research and Consulting Centre (IRCC) aims at contributing to the peaceful coexistence of peoples, the respect and promotion of human rights, democracy, good governance and development by doing research and by providing teaching, capacity building and consultancy.

The IRCC is currently recruiting an:

### **Administrative Assistant (60–100%)**

to start in September/October 2026 for four years (with the possibility of extension depending on funding availability). The position is based in Freiburg/Fribourg, Switzerland. Remote work options are available.

#### **The main duties include:**

- Administrative responsibility for the institute's international projects, including financial planning and reporting.
- Administrative responsibility for the organization and implementation of training events, study tours, and conferences.
- Responsibility for public relations and communication.
- Participation in the planning, coordination, and implementation of IRCC activities.

#### **The required profile includes:**

- Bachelor's or Master's degree in communication sciences, economics, international relations, or a comparable field, or a commercial qualification or equivalent training.
- Experience in the administrative management of international projects.
- Proven experience in public relations and communication.
- Excellent knowledge of English, and very good knowledge of German or French.
- Ability to work in a team and flexibility.

Please send your application (CV, cover letter, references) by 13 July 2026 to [yvonne.heitersteiner@unifr.ch](mailto:yvonne.heitersteiner@unifr.ch) and [evamaria.belser@unifr.ch](mailto:evamaria.belser@unifr.ch). For questions, please contact Prof Dr iur Eva Maria Belser, Co-Director of the IFF.

The IFF values diversity and encourages applications from all backgrounds, including those from underrepresented groups.

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