



Switzerland is a close partner of Bosnia and Herzegovina, maintaining strong, trust-based relations for many years. As the official representation of Switzerland, the Embassy engages in all areas of diplomatic relations and promotes Swiss interests in politics, the economy, finance, the legal system, science, education, and culture. It also facilitates broad cooperation between Swiss and BiH authorities. Since 1996, through the joint Cooperation Program, Switzerland has supported Bosnia and Herzegovina in its transition toward a socially inclusive market economy and a decentralized, democratic political system — with a long-term goal of European integration.

We are looking for a new team member to join the Swiss Embassy as

Political Advisor (100%)

The **Political Advisor** will be responsible for conducting **political analysis**, **facilitating policy dialogue**, and **promoting partnerships** in Bosnia and Herzegovina (BiH).

Responsibilities and Duties

Diplomatic and Political Tasks

- Analyze and report on local and regional political developments.
- Prepare analytical reports on political trends relevant to the Embassy's activities, programs, and broader Swiss interests in Bosnia and Herzegovina (BiH).
- Regularly update political reports, including on EU integration, human rights, and security policy.
- Provide guidance to local and rotational staff on political structures and developments.
- Oversee the preparation of verbal notes and other diplomatic correspondence.
- Manage and further develop bilateral political relations.
- Build and maintain a broad network of contacts and stakeholders, including local authorities, civil servants, political party leaders, NGOs, academia, Swiss cooperation partners, and private sector representatives.
- Serve as the focal point for content development and coordination of programs for official visits by Swiss delegations to BiH.
- Provide evidence-based advice to support strategic decision-making, program planning, and the positioning of the Embassy.
- Continuously monitor political, social, economic, and security developments and assess their potential impact on the Embassy's objectives.

Policy Dialogue Support

- Act as an interface between diplomatic/political interests and development cooperation efforts by contributing to the strengthening of strategic partnerships with relevant stakeholders at various levels (government, civil society, private sector, international partners).
- Support the responsible Program Officer (PO) in promoting policy dialogue for selected cooperation projects through stakeholder engagement, advocacy, and coordination with other actors.

Promotion of Partnerships / “Whole-of-Switzerland” Approach

- Map existing partnerships between Switzerland and BiH at all levels and identify ways the Embassy can support them.
- Actively promote and propose new avenues of cooperation between Switzerland and BiH, with a particular focus on partnerships involving local authorities, the private sector, the diaspora, and academic institutions.

Qualifications / Key Requirements

- University degree in political science, international relations, economics, law, public administration, or another field relevant to the position.
- In-depth knowledge of key thematic areas such as internal and regional politics, economics, rule of law, security cooperation, and EU affairs.
- Professional experience in political science, international relations, or a related field, preferably within an international environment.
- Strong network and solid knowledge of Bosnia and Herzegovina, the region, and Switzerland.
- Advanced writing and analytical skills.
- Professional fluency in both oral and written English. Proficiency in additional Swiss national languages is a significant asset.
- Ability to work independently as well as collaboratively within a team.
- Excellent communication skills.
- Strong interpersonal skills, always demonstrating respect for all individuals.
- Full computer literacy.

Start and Duration of Engagement

The engagement is expected to start in **November 2025**, with possible flexibility based on mutual agreement. The selected candidate will be offered a one-year contract, with the possibility of extension.

We look forward to receiving your application, including a motivation letter and detailed CV, under the reference "Political Advisor" at sarajevo.vacanciessarajevo@eda.admin.ch no later than **September 10, 2025**.

Please note that only shortlisted candidates will be contacted for interviews.