



The Embassy of Switzerland in Tehran is currently seeking a qualified candidate for a full-time (100%) position as a

Cultural officer and Event manager

Duties and responsibilities

Culture (40%)

- Establish, develop and maintain a large, diverse and coherent cultural network for the Embassy
- Produce ideas and concepts for cultural events
- Liaise with relevant actors in the cultural sector (i.e. institutions, artists, curators, etc.)
- Monitor developments and trends linked to culture both in Iran and Switzerland
- Support the diplomatic officer / team in organizing cultural events incl. with communication's ideas

Event management (40%)

- Manage events at the Embassy, closely coordinating with head of facilities and residence's personnel
- Contribute to the conceptualization and support the organization of the national day's celebration as well as other events
- Contact person for all involved actors for the logistics, decorations, technic, food, flower, etc.

Science (15%)

- Monitoring and evaluation of ESKAS excellence scholarships for Iran with the diplomat in charge
- Responsible for the related email box incl. answering email, phone calls, questions

Replacement (5%)

- Replacement of other officers when absent

Requirements / Qualifications

- University Degree, preferably in event management, cultural affairs or other relevant areas
- At least 3 years of experience in private sector, diplomatic representation or civil society; good knowledge of the cultural world in Iran, experience in public communication and event management is an asset
- Ability in creating and diversifying a network
- Interest in arts, science and Swiss culture
- Excellent organizational skills and demonstrated creativity
- Language skills:
 - Mother tongue Persian / Excellent command of English language - written and spoken
 - Working knowledge of German, French or Italian is an asset
- Responsible, sense of initiative, loyal, good interpersonal communication skills, flexible, service-oriented, team player.

What we offer

- A stimulating and dynamic multi-cultural working environment at a diplomatic representation
- Competitive salary and benefits package
- A one-year fixed-term contract, with the possibility of renewal

Start of Employment

1st December 2025 or according to agreement.

Candidatures

If you fulfill the above criteria and are interested in joining our team, please send a cover letter, your CV with picture, diplomas and training certificates and copies of your work certificates by email to tehran.jobs@eda.admin.ch, attention of Deputy Heads of Mission, subject "*Job vacancy: Cultural officer and Event manager*". Only shortlisted candidates will be contacted.

Deadline for applications: 15.10.2025