



The Embassy of Switzerland in Kyiv is looking for an
Administrative Assistant (50%)
for its Peace and Human Rights Program

as soon as possible or **as of 01.10 2025**

The Embassy of Switzerland within the scope of Switzerland's Peace and Human Rights programme in Ukraine is supporting projects and initiatives aimed *inter alia* at monitoring and documenting human rights violations, implementing a victim-centered approach to justice, promoting the role of society in the recovery process and building capacities of state institutions in addressing respective needs of the population.

Main duties and responsibilities:

- Provide secretarial support with various administrative tasks as appropriate
- Draft and translate documents (letters, emails, invitations, etc.) as well as interpretation
- Organize meetings, file payment requests, archive documents, etc.
- Assist in verification of financial reports from project partners
- Organize and coordinate official invitations and business trips
- As substitute to the Executive Assistant working under the direct supervision of the ambassador. Key responsibilities include:
 - Manage personal agenda and schedule meetings, ensuring contacts management
 - Liaise with Ukrainian authorities, ministries and other diplomatic missions
 - Prepare official correspondence, reports and notes.

Required academic qualifications & Professional experience:

- Diploma/Degree in business administration or equivalent
- Minimum of 2 years work experience in the field of programme administration with international organizations, NGOs or diplomatic missions
- Proven track record in managing logistics and organizing different kind of events (workshops, conferences, missions, meetings, etc.)
- Proven experience in managing confidential documents and diplomatic correspondence
- Fluent in Ukrainian and English (knowledge of French or German would be an asset)
- Good interpretation and translations skills.

Required skills:

- Excellent organisational and coordination skill
- Strong interpersonal and intercultural communication abilities
- Ability to work independently and handle multiple tasks under pressure
- Team player with a positive and adaptable attitude.

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission
- Competitive salary relative to experience and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations no later than 31 August 2025 to kyiv@eda.admin.ch.

Please indicate in the subject line "Administrative Assistant for PHRP" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.