



The Swiss Delegation to the OECD is looking for a

Diplomatic Assistant

to assist the Ambassador and the Deputy Permanent Representative in their diplomatic and administrative tasks.

The Swiss Delegation to the Organisation for Economic Co-operation and Development (OECD), based in Paris, has the dual task of defending Swiss interests at the Organisation and promoting the OECD's work in Switzerland. To this end, it employs six diplomats from various federal departments (FDFA and DEFR) as well as from the SNB. The position of diplomatic assistant allows a young academic to become familiar with Swiss foreign policy in an interdisciplinary and multilateral context. This position is particularly suitable for people who are considering a career in the federal or international administration.

As a diplomatic assistant, he/she will focus on the following tasks:

Reporting :

- Preparation of the meetings of the Council, the Executive Committee and the External Relations Committee with the Ambassador and the diplomats in charge of the different subjects; participation in the meetings and drafting of the related reports.
- Participation and following of the gender and public governance theme at the OECD.
- On an *ad hoc* basis and depending on his/her availability, he/she will accompany diplomats to meetings of the OECD's substantive committees.
- Drafting of thematic and information notes.

Communication :

- Regular updating of the Delegation's website.
- Helping to run the Delegation's Twitter account
- Helping to edit the Delegation's newsletter "[Swiss OECD Info](#)".
- As required, and in consultation with the diplomats concerned, providing information to Swiss journalists in Paris and organising press briefings

Profile required:

- Master's degree in International Relations, Political Science, Economics, Law or equivalent, with a strong interest in international economic policy and obtained within the last 2 years.
- Excellent writing skills.
- Interdisciplinary approach essential.
- Working languages: French and English. Reports can be written in one of the official languages.
- Swiss nationality or very good knowledge of Swiss institutions and their policies
- At least one previous professional experience and a maximum of one year of experience.
- Proficiency in Office, Internet and social networking tools.
- He/She will be easy to work with and have good interpersonal skills. He/she will be required to maintain relations with the delegations of other Member States and the OECD Secretariat.

To be filled from **4 September 2023; local contract (fixed term) of 12 months;**

Remuneration: 2'168 € gross / month + 13^{ème} month in proportion to your presence.

Applications (with CV, covering letter, diplomas and work certificates) should be sent **by e-mail only to the following address:** paris.ocde.jobs@eda.admin.ch

The current diplomatic assistant, Mrs Clélia Jeandin (clelia.jeandin@eda.admin.ch), will be available to provide further information: Tel: +33 1 49 55 74 71.

Deadline for applications: **Friday 26 May 2023**

Only candidates who have been shortlisted will be contacted