



Singapore, 29 April 2021

The Embassy of Switzerland in Singapore is currently looking for a

**Consular Officer (50-60% part time)
Starting mid-June 2021 or upon agreement**

The Embassy of Switzerland represents Swiss interests in the areas of political, economic, consular, security, financial and legal affairs, science, education and culture as well as promotion of trade and tourism. The Consular Section of the Embassy provides consular services to Swiss citizens living in Singapore as well as visa services to third nationals.

Job description

The Consular Section is seeking an individual with excellent communication and interpersonal skills to operate in a service environment. The position requires experience in administrative work, up to date computer skills (Word, Excel, Outlook and Internet) and the ability to multitask, also under pressure.

Main duties and responsibilities

- Processing of Swiss passport and ID card applications
- Issuing temporary Swiss passports
- Registration of Swiss citizens taking up residence in Singapore
- Processing of civil status documents, marriage preparation
- Responding to a variety of inquiries at the counter, on the phone, by e-mail as well as by regular mail
- Processing of legalizations and confirmations
- Handling of visa applications and receptionist duties when Visa Officer is on leave
- Emergency telephone duty on alternate weekends

Requirements

Excellent skills in English and at least one Swiss national language. Due to the nature of the job, in particular the processing of Swiss passport and ID card applications, preference will be given to Swiss candidatures. We are looking for a communicative, service orientated personality with the ability to work independently. Reliability and attention to details are key. You have a few years of work experience, you are a motivated and efficient team player and willing to gain expertise in consular and administrative matters.

We offer an inviting work atmosphere in a multilingual and multicultural setting in a team of about 30 employees with remuneration and benefits according to a local working contract and conditions.

Interested candidates may send their application, including letter of motivation, resume and copies of diplomas, salary expectations and references by email to singapore@eda.admin.ch.

Deadline for application: 20 May 2021