



Schweizerische Eidgenossenschaft
Confédération suisse
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Swiss Confederation

Embassy of Switzerland In China

Job offer

Economic Officer

The Embassy of Switzerland in Beijing is looking for an Economic Officer in the Economic, Financial and Commercial Section **as of March 2019**.

A fascinating and fast-changing country, China is the second biggest economic power in the world and the third most important commercial partner of Switzerland. The Economic, Financial and Commercial Section of the Embassy plays an important role in the strengthening and enhancement of the Sino-Swiss economic relations. It cultivates regular contacts with relevant Chinese authorities and is in charge of the organization of official bilateral visits. The Section analyses economic and financial developments in China, provides Swiss companies with economic and legal information and if necessary, carries out diplomatic interventions.

We offer a challenging job in a dynamic environment and in a field of highest priority to our country. As a member of a team of very motivated professionals, you will work in a diplomatic setting and contribute to the strengthening of Sino-Swiss economic relations and to the promotion of Swiss interests.

Employment is full time and on local contract (applicable Chinese law).

Your responsibilities:

As Economic Officer, you will support the section in carrying out the objectives of the Embassy in the economic and commercial fields. Among others, yours tasks will be to:

- Analyze and report on the economy and trade policy of China and the side accreditations of the Embassy, on the macro-economic trends, on key sectors as transportation and energy, as well as on selected topics of specific relevance for Switzerland;
- Contribute to the deepening of the Sino-Swiss economic relations and the improvement of the framework conditions for Swiss companies exporting to or operating in China;
- Support the Ambassador's briefings, targeted diplomatic interventions and provide general support as well as economic and legal information to Swiss companies established in China;
- Contribute to the implementation and development of the various agreements, negotiations or dialogues in place with China, in particular the Sino-Swiss Free Trade Agreement;
- Organize visits and provide assistance to the numerous official high-level or expert delegations from Switzerland;
- Develop a network with relevant Chinese authorities, the local Swiss and Chinese business communities, foreign Embassies as well as economic experts from academia and think tanks.

Your profile:

- Swiss or Chinese national;
- Master degree, preferably in Economics;

- Working experience in government, business, economic affairs or related areas; experience with / working in an Embassy (or similar organization) is an asset;
- Knowledge of, and strong interest in economic and political issues in Switzerland and China;
- Ability to work under pressure; open-mindedness; interest in intercultural relations; willingness to learn continuously; discretion;
- Good writing and communication skills, excellent command of English (Proficiency Level). Mastering of at least one Swiss national language and fluency in oral and written Mandarin Chinese and is an asset;
- Mastering of key office tools, in particular Word, Excel and Power Point;
- Willingness to travel occasionally within China and to work overtime when needed;

Application process:

Please submit the following documents with your application

- Letter of motivation
- Resume (Curriculum Vitae)
- Two references,
- 1/2 page written sample on any topic relating to China's economic challenges in English, German, French or Italian
- Other relevant documents (certificates)

bei.jobapplications@eda.admin.ch

Reference in title: "To the attention of the Economic Section"

Deadline for submission of application: 7 January 2019

Note on procedure:

Only complete applications will be considered.

Shortlisted candidates will be contacted for an interview by 15 January 2019.

Only candidates selected for further consideration will be contacted. No phone calls please.

An excerpt of criminal record will be asked for shortlisted candidates.