



Job vacancy as of 1.3.19 or upon agreement

The Embassy of Switzerland in Abu Dhabi is looking to recruit a

Temporary Social Media Coordinator Middle East

You will be based at the Embassy of Switzerland in Abu Dhabi but be the responsible coordinator for the social media activities of all Embassies and Consulates of Switzerland and further Swiss institutions in Middle East. You will work in close cooperation with the Presence Switzerland social media competence center in Bern and the responsible for communication at the Embassy in Abu Dhabi. You will have technical support by Presence Switzerland and the Embassy, so that you could focus on strategy and contents. During Expo 2020 in Dubai, you will be part of the Swiss Pavilion communication team. For this function, a very good knowledge of the Middle East but also a good understanding of Switzerland is necessary. Beside Arabic and English, you should as well master the official Swiss languages French and German.

Main Activities

- Drafting and editing specific content mainly in Arabic and English for social media for the Swiss representations in the region
- Planning social media content to publish and supporting campaigns in cooperation with the representations
- Working with other content producers in the region including Swiss business hubs and Switzerland Tourism
- Collecting and analysing data on social media of the Swiss representations in the Middle East
- Monitoring current events and trends in the social media sector
- Training and technical support for the social media officers of the representations in the region
- Providing support for regional benchmarking analysis in line with the needs of a representation and/or head office
- Collaborating with and supporting the Swiss Pavilion communication team for Expo 2020 Dubai in the field of digital media in which you will be integrated during the Expo
- Providing Expo related content to the Swiss representations

Requirements

- Degree from a university or specialized tertiary institution
- Perfect in oral and written English and Arabic, good knowledge of 2 Swiss national languages
- Good general knowledge of Middle East and interest in current events in the region
- Good general knowledge of Switzerland and interest in current events in the country
- Experience in managing social media
- Drafting skills in general and in particular for social media
- Ability to summarize succinctly
- Flexible regarding working times and used to work under pressure
- Team player, service oriented, communicative and creative

Terms of Employment

- Start in March or April 2019 or upon agreement
- Locally employment by the embassy in Abu Dhabi and not as diplomat by Bern
- Temporary employment for 3 years
- 100 percent engagement
- Monthly salary between AED 18,360 (~ CHF 5,000) and AED 24,480 (~ CHF 6,600) depending on skills and experience
- 13. monthly salary once a year
- 25 working days vacation beside ~ 12 days public holidays a year
- Residence visa and health/accident insurance granted by the employer
- No housing or travel allowance but the embassy will help you to find an adequate accommodation if desired
- No income and capital tax in the UAE
- Interesting work environment within an international team

Candidatures

- If you fulfill the above criteria and are interested in this function, please send your resume with picture together with a cover/motivation letter and copies of your main certificates and/or recommendations to adh.vertretung@eda.admin.ch, attention Mr André M. Schreier, Head of Operations.
- Deadline **15.1.19**
