

Job opening for a Full-Time Employee

DATE

2024-05-13

-  [Application Form2024.docx](#) view

The Embassy of the Republic of Korea to the Swiss Confederation has a job opening for the following position. Please send your application and documents by e-mail **no later than Tuesday, May 28th, 2024.**

1. Vacancy details

- Position: Secretary to the Ambassador
- Vacancy: 1

2. Job description

- Provide administrative support to the Ambassador
- Handle phone inquiries and correspondences
- Liaise with local authorities and relevant parties regarding the work of the Embassy
- Other duties as required

3. Terms of the contract

- Working hours: Five days a week from 8:30 to 17:30 (12:30-14:00 Lunch Break)
- Salary: Final salary will be determined based on the skills and experience of the applicant with a permission of the Ministry of Foreign Affairs of the Republic of Korea.

4. Job requirements

- Those with at least a bachelor's degree or equivalent
- Holder of the Swiss Resident Permit
- Proficiency in German and English (in both written and spoken language). Priority will be given to native speakers of German. Additional Knowledge in French is useful for the consideration
- Good computer skills, particularly in Microsoft Office programmes
- Great attitude and committed to work, highly responsible, good coordinating skills and ability to work as a team

5. How to apply

- Please send your cover letter in English including other documents below to the following e-mail address(swiss.bern@mofa.go.kr).
- documents required

- ① Application form
- ② Cover letter
- ③ Consent to provision of personal information
- ④ Copy of graduation certificates
- ⑤ Copy of passport or Swiss Resident Permit
- ⑥ Additional document (only if you have)

: Copy of work experience certificate
Copy of License
Certificate of English skills
Additional information for self-introduction

- The title of the e-mail should be 'apply for a Full-Time Employee (Applicant's name)'.
- Documents should be attached as one pdf file.
- Original copy should be submitted after being recruited.

6. Selection process

- Document screening
- Interview
- Writing test including translation (German↔English)

※ The Embassy will consider the applicants from their qualifications and skills based on written exam, interview and other tests if necessary.

- Reliability security screening including criminal records
- Start of working : late June 2024

7. Others

- Candidates should submit their applications in English.
 - Candidates selected at the screening stage will be invited for further assessment.
 - Recruitment schedule and the starting date are subject to change depending on the circumstances.
 - The results of screening and interview will be notified individually to successful candidates.
 - If any fabrication is found, recruitment could be cancelled.
 - All applicants under consideration will be required to pass medical and security certifications.
- A job may be denied after being notified of a successful application due to existing grounds for exclusion based on security clearance results and physical examination results, etc.
- If there are no qualified candidates, the Embassy may not hire.