



Join Our Team!

The Embassy of Switzerland in Hanoi is seeking a full-time **Program and Communication Assistant** (male or female), ideally starting in **mid-June 2026 or as agreed**. This is an excellent opportunity to become part of a dynamic and multicultural team at the Swiss Embassy.

What You will do

The Swiss Embassy implements the Swiss State Secretariat for Economic Affairs (SECO's) economic cooperation and development program in Vietnam through its Swiss Cooperation Office (SCO). For more information about this work, please visit www.seco-cooperation.admin.ch/en/vietnam.

Key responsibilities include the support to the staff of the SCO, assisting in daily office needs as well as internal and external communication, managing general administrative activities and contributing to the monitoring of development programs.

Administration

- Handling administrative request and queries from the economic cooperation and development section (SCO) of the Embassy of Switzerland
- Maintaining administrative processes also in case of absence of the line manager/team members
- Organizing, planning and scheduling of appointments with various stakeholders
- Support the section in bookkeeping, accounting and procurement of office related supplies
- Organizing and archiving records and documents, uploading of digital files
- Direct calls and emails to the respective stakeholders
- Support in the organization of events, business trips and missions from Switzerland

Communication

- Supporting the team in communication, press relations and public relations
- Coordinating the SCO's website, social media and newsletters

Program Support

- Contributing to the coordination and monitoring of the project portfolio in Vietnam;

What We're Looking For

- Passionate about economic development in Vietnam
- University degree in Economics, Business Administration or a related field
- Excellent written and spoken English and Vietnamese (German or French is an asset)
- Proven work experience in administration, ideally in an international or development context
- Proven work experience in communication and/or project-cycle management
- Experience working with Vietnamese government institutions
- Structured problem-solving mindset with strong attention to detail
- Proficiency in Microsoft Office and AI tools, experienced in managing social media
- Team-oriented and reliable, able to manage multiple tasks efficiently
- Strong intercultural communication skills and ability to work independently with initiative

Why Join Us

- Work in a dynamic, international and multicultural environment.
- Competitive salary and comprehensive benefits package.
- Equal opportunity employer, recruitment based on merit through open competition.

Interested?

Please send your CV, cover letter (in English and explaining your motivation), relevant certificates and reference letters to hanoi.recruitment@eda.admin.ch with the subject line: **SCO Program and Communication Assistant**.

Application deadline: **31.05.2026**

Only short-listed candidates will be contacted for an interview. The Embassy of Switzerland regrets that it will not be able to answer phone calls or enquiries regarding this vacancy or the applications submitted.