



Embassy of the State of Israel in Bern

The Embassy of the State of Israel in Bern is looking for a committed, creative and strong team player

Public Diplomacy, Economic & Political Affairs Officer (100%)

The responsibilities include:

- Media Monitoring and Reporting
- Digital Diplomacy; maintenance and expansion of the Embassy's Social Media channels, newsletters and website
- Developing media projects
- Organizing cultural and economic events
- Interaction with local organizations and institutions
- Translating upon demand (German – English)
- Performing other tasks as required

Candidate Requirements:

- 2 years of work experience in the field of Communication/PR/other relevant fields; work experience in international organizations an advantage
- Excellent verbal and written communication skills
- Fluent in German and English both written and spoken, very good French
- Good understanding of Swiss media and domestic politics
- Good understanding of Swiss economics and business environment
- Highly organized, able to execute multiple projects simultaneously, attentive to detail and complex issues
- Excellent control of social media tools such as Facebook, Twitter, Instagram
- Thorough knowledge of MS Office Programs (Outlook, Word, Excel), Database Management

Candidates interested are kindly requested to submit their application in English (CV, references) by August 20, 2018 per email to: heb-sec@bern.mfa.gov.il.



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