



New Delhi, 08.09.2025

Job offer – Embassy of Switzerland in India and Bhutan

The Embassy of Switzerland as the official representation of Switzerland in India is looking for a creative and dynamic

Communication campaign coordinator

Start date: upon mutual agreement

to strengthen our communication impact and promote Switzerland's interests in India in the areas of politics, economics, science, innovation, climate and culture. This should be done within the framework of the Trade and Economic Partnership Agreement (TEPA) – a Swiss-Indian win-win partnership – as well as the communication strategy of the Embassy and the Swiss Government's Asia G20 strategy.

Key responsibilities

- **Strategic Mapping & Targeting**
Continuously analyze and map Switzerland's communication needs in India and Bhutan, identify key players and influencers, and define the most effective channels and marketing mix to reach priority audiences.
- **Digital Content & Campaigns**
Curate, create, and publish compelling content for the Embassy's social media channels; design and implement digital marketing actions across owned, earned, and paid media to enhance Switzerland's visibility and engagement.
- **Project Coordination & Administration**
Plan, coordinate, and monitor communication activities with clear timelines, budgets, and contracts; ensure efficient follow-up and reporting with both internal teams and external providers.
- **Event Communication & On-Site Management**
Support the preparation and delivery of communication-related aspects of Embassy events, coordinate providers, and manage on-site activities to ensure high-quality execution and visibility.
- **Team Switzerland Communication Hub**
Facilitate the flow of communication-related information within the Swiss official network and among public and private partners, fostering collaboration and coherence in Switzerland's representation.

Requirements

- Bachelor's or Master's degree in communication, marketing, or related field.
- 5+ years of professional experience in social media content creation (with portfolio).
- Excellent English writing and storytelling skills.
- Strong skills in multimedia editing tools and social media analytics.
- Experience with content management systems & paid social media campaigns.
- Detail-oriented, culturally sensitive, able to work under pressure.
- Flexibility to work outside regular business hours.

Preferred Qualifications

- Experience in crisis communication.
- Knowledge of Switzerland and its culture.

What We Offer

- Competitive salary, including 13th month.
- Minimum 20 days paid leave + up to 15 public holidays (Indian & Swiss).
- Flat, open working culture within a diplomatic mission.
- Professional development and learning opportunities.
- Employment is full time with a local contract (applicable Indian labour law). The first contract is limited for one year, with possibility of extension.

Application Process

Please submit the following documents merged in pdf format as one single attachment by email to newdelhi.vacancy@eda.admin.ch

Reference in title “**Communication Campaign Coordinator**”

- CV and motivation letter.
- 1–3 examples of social media accounts you admire, with short reasoning.
- Samples of your work across formats and platforms.
- Copy of passport

Application deadline: Rolling applications until the position is filled.

Note on procedures:

Only complete applications sent via email will be considered and only shortlisted candidates will be contacted for an interview.