



The **Consulate General of Switzerland in Ho Chi Minh City** is looking for a

**Consular Services Officer (50%)**

(Swiss, EU, or Citizens of Associated Schengen Countries)

**Responsibilities:**

- Primary responsibility: Processing and managing visa applications
- Additional duties: Reviewing and handling civil status documents
- Communication and coordination with internal and external contacts
- Document management, digitization, and archiving
- Support with administrative tasks as well as events

**Your Profile:**

- Administrative training or equivalent qualification (a university degree is an advantage)
- Excellent written and spoken German and/or French, as well as fluent English
- At least 3 years of relevant professional experience, ideally in an international environment
- Proficiency in MS Office and digital management systems
- Independent, structured, and precise working style
- Strong communication skills and a high level of teamwork

**Employment Conditions:**

- Employment: 50% part-time position
- Contract: Fixed-term for 12 months, with the possibility of conversion to a permanent position
- Workplace: Consulate General of Switzerland in Ho Chi Minh City

**Application:**

Interested candidates should submit their application by **April 30, 2025**, at the latest to [hochiminhcity@eda.admin.ch](mailto:hochiminhcity@eda.admin.ch)

**Required documents:**

- Cover letter (max. 1 A4 page)
- Detailed CV (including copies of diplomas)
- References