Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

**Consulate General of Switzerland
Vancouver**

Job Vacancy: Science and Technology Officer (Full Time)
For February 2023 (or tbd)

The Consulate General of Switzerland in Vancouver is looking for a team player to fill the open position as Science and Technology Officer.

About the Consulate General of Switzerland in Vancouver
As the official representation of Switzerland in Western Canada, a team of seven fosters and enhances the bilateral relations between Switzerland and our jurisdiction in politics, economy, business, innovation, art and culture and delivers consular services to some 15'000 registered Swiss citizens and handles visa applications for five Schengen countries. Our office is located in downtown Vancouver.

Why Switzerland?
Switzerland has been named the most innovative country in Europe 2021 by the European Commission and has been deemed the most innovative country in the world by the Global Innovation Index every year since 2011. As a landlocked nation with few natural resources, Switzerland is able to succeed in international trade through innovative, high value-added goods and services. It is highly industrialized, has leading research facilities, and access to qualified specialists.

Job Discription / Responsibilities
- Observe and analyze trends across disciplines in science, higher education, entrepreneurship/start-up ecosystem, art and innovation and translate the scouted information into meaningful and actionable research and output in order to strengthen the bilateral relations between Switzerland and Western Canada. Formats include reporting, seminars, public events, fact-finding missions, strategic partnerships, and more.
- Assist Swiss entrepreneurs, universities and other organizations interested in Western Canada with targeted programs and services
- Foster University Alumni organizations
- Create and publish content in the fields of responsibility on Social Media
- Assist and replace Cultural Officer if needed

Requirements
- BA/BS degree (or higher) in Business/Economics, Science/Engineering, International Relations (or equivalents)
- Minimum of 2 years of professional experience in related fields
- Good knowledge of and networks in the Swiss and Canadian innovation ecosystem
- Team player with a high sense of responsibility, curiosity, and interest in international topics
- Strong organizational skills with a proactive, hands-on and pragmatic attitude.
- Good networker and excellent communication skills
- Proficient command of both written and spoken English. Knowledge of at least one Swiss national language is a major plus
- Willingness to work outside office hours when needed, mainly for events and visiting groups
- Canadian citizen or foreign national with permanent residency or holder of an open work permit

What we offer
- A full-time position (40 hours per week)
- Competitive salary according to B.C. labor market
- Four weeks annual leave (pro rata temporis) and a mixture of Canadian and Swiss holidays
- Competitive benefits package incl. health insurance and employer-matched RRSP
- A multicultural work environment

Successful applicants may be required to complete a Criminal Records Check.

Application Process
Applications by email to: vancouver@eda.admin.ch (Subject: Science and Technology Officer) should include Resume and Letter of Motivation with indication of expected salary. We will review applications on a rolling basis

Vancouver, November 25th, 2022