



Presence Switzerland (PRS) is an agency of the Federal Department of Foreign Affairs. It is responsible for managing Switzerland's official presence abroad, and as part of this mandate it implements the Federal Council's strategy on Switzerland's communication abroad. PRS supports the protection of Switzerland's interests by using various public relations tools. Its tasks include transmitting general knowledge about Switzerland, the forging of understanding for Switzerland, as well as a portrayal of Switzerland's diversity and attractiveness.

PRS implements this mandate through projects abroad, hosting visits by foreign journalists and decision-makers to Switzerland, developing and distributing information media in other countries about Switzerland and managing Switzerland's appearances with temporary physical communication and networking platforms such as the House of Switzerland at Olympic and Paralympic Games or the Swiss Pavilion at World Expos.

For the **Swiss Pavilion** at the World Expo 2025 in Osaka, we are offering from 6th April 2025 to 18th October 2025 the position of:

Collaborator in communication and public relations

Your main tasks:

- Implementation of communication and public-relations measures according to the communication strategy and by instruction of the team leader communication
- Composing and drafting texts in English and Japanese (including texts for the media dossier, the website, social media, the daily program and so on)
- Compiling and generating content for the different communication channels with a special focus on social media
- Taking care of the media hotline and handling of media inquiries
- Handling and updating media contact lists
- Realization and assistance of media tours in the Swiss Pavilion
- Support for the planning, preparation and holding of media conferences
- Administrative tasks in the field of marketing, communication and public relations
- Coordination and liaison with partners, suppliers, agencies and internal functions
- Participation in the evaluation of marketing and communication measures

Your profile:

- Excellent knowledge of English and Japanese
- Professional experience in the field of communication, marketing or public relations
- An upper-secondary-school leaving certificate (matura) / baccalaureate level or equivalent
- An education (in progress or completed) in the field of communication, marketing or public relations would be an advantage

- Affinity to social media
- Grasp for editorial work
- Very good user knowledge of MS Office
- Ability to work autonomously, with a sense of responsibility and attention to detail
- Friendliness and keeping calm under pressure, even in hectic situations
- Reliability, team spirit and stamina
- Willingness to take on additional tasks spontaneously outside of your contractual field of activity
- Smart appearance, customer-focused and assured manner
- Professional experience in the international context would be an advantage

Your benefits:

- Your train ticket from place of residence to the airport and back is paid
- Your flight to Osaka and back is organized and paid
- Your fares within Osaka are paid
- Accommodation (single room/bathroom) is provided
- Monthly salary of 2'800 Swiss francs

General conditions of employment:

- Workplace: **Swiss Pavilion** in Osaka
- You will work as part of a team, including the weekends. 41.5 hours' work per week over 5 working days, 5 weeks' holiday/year
- You must be at least 18 years old
- For persons resident in Switzerland: Swiss citizen or valid Swiss working permit
- Employment in accordance with Swiss law of obligation. Berne is the place of jurisdiction.

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