Schweizerische Eidgenossenschaft
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VACANCY ANNOUNCEMENT

Science and Technology Advisor (part-time)

Location: Washington, D.C.
Employment Type: Part-time (50%) locally recruited position. The role may be expanded to a full-time position, subject to operational needs.
Eligibility: U.S. citizens and lawful permanent residents (LPRs).

The Embassy of Switzerland in the United States of America is seeking a qualified candidate for a part-time (50%) position as **Science and Technology Advisor**.

As part of Swissnex network, this position will play a key role in supporting the Science Office's mission to strengthen bilateral cooperation in education, research and innovation. The ideal candidate has a strong understanding of emerging technologies and a great interest in the field of Science Diplomacy. The landscape of topics covered by the Science Office span from AI, quantum and cybersecurity, to space research and technologies, life sciences, energy innovation and workforce development. The ideal candidate is a policy-savvy, strategic and relationship-driven individual who can serve as the critical link between the Science Office and government, research hubs, academic institutions and influent science organizations in the USA. The candidate will be tasked to identify opportunities and strategic engagement for the Embassy to strengthen its relationships at the federal and local levels as well as to pursue its initiatives in promoting cooperations in research, innovation and education, incl. through vocational education and training (Swiss-style apprenticeship).
In addition, the ideal candidate would be able to engage and support stakeholders at the other Swiss representations in the USA and work with the individual sections of the Embassy.

Key responsibilities

1. Strategic Engagement and Network expansion

- Grow the network and influence of Switzerland in the capital with respect to specific portfolios (AI, cybersecurity, quantum, space, energy, life sciences, apprenticeships).
- Scout policy developments, leadership changes and opportunities within the fields of education, research and innovation.
- Identify potential partnerships and opportunities with stakeholders in the capital and within growing hubs of innovation in the USA.
- Transform connections into impact with concrete activations.
- Represent the Science Office during external engagements in Washington D.C and selected national convenings.
- Strengthen and engage existing networks to promote Swiss innovation in the USA (Swiss Academics and researchers, Swiss universities Alumni, Fulbright Alumni…).

2. Events, Programs and Delegation support

- Conceptualize and organize events with strategic relevance for Switzerland's impact in the USA.
- Provide support for the exchange and research programs of the Embassy.
- Support the organization of official delegations/study tours to and from Switzerland.
- Draft relevant and technical contributions for briefings, speeches and visits.
- Work with Embassy communications team to amplify successes with regards to Swiss-U.S cooperation in the fields of education, research and innovation.

Required qualifications and experience

- A college or university degree in a relevant field.
- At least four years of relevant professional experience in the United States, ideally in the field of science diplomacy, policy or academia.
- Strong knowledge and network in one the strategic fields covered by the Science Office: AI, cyber, quantum, life sciences, space, energy innovation, workforce development.
- A strong understanding of U.S. politics and the U.S. political system, particularly in the strategic domains mentioned above.
- Entrepreneurial mindset, strategic and proactive.
- Excellent command of English, both written and spoken.
- Strong organizational skills with attention to detail.
- Excellent communication and interpersonal skills, teamwork mentality geared towards achieving objectives and solving problems independently.
- Familiarity with Switzerland, including its values, corporate fabric, innovation ecosystem, and education system, will be considered an asset.
- Occasional attendance to evening networking events. Some travel will be required too.

We Offer

- A dynamic and varied position within an international and multicultural environment
- An inviting working atmosphere, interesting work at a foreign representation
- Competitive salary and benefits package (U.S. local employment contract)
- Employer-matched 401(k) plan for eligible employees
- 4 weeks of vacation (pro rata) in addition to selected U.S. and Swiss public holidays
- Convenient location in Northwest Washington, D.C.

Application Process

Interested candidates are invited to submit a cover letter and résumé (in PDF format) by October 30th 2026 to: washington.jobs@eda.admin.ch. In the subject line, please write "Science and Technology Advisor" to ensure timely processing of your application.

Only shortlisted candidates will be contacted. No phone calls, please.