

SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is represented in 38 countries with over 1200 employees. The foundation is headquartered in Zurich, Switzerland.

Our Tourism Advisory Services (TAS) team is offering expert advice in the field of sustainable tourism development to external and internal parties. Our team is managed out of the head office in Zurich but operates globally. To strengthen our existing team, we are looking for a

## (Junior) Advisor Tourism Advisory Services (60-100%)

**Employment start:** 1.1.2022, or according to agreement

**Place of work:** Zurich, Bern and Home office

### Tasks

- Collaborate in the acquisition and implementation of consulting services for internal and external customers in the fields of tourism advisory, training and/or research
- Lead selected research assignments and coordination tasks
- Contribute to the development and implementation of internal as well as project-specific knowledge management activities and learning modules
- Contribute to the design of external communication through various media

### Requirements

Professional experience:

- Academic degree or relevant postgraduate studies in the field of tourism
- Tourism professional with min. 2 years relevant working experience, and with specialization in thematic area such as e.g. tourism marketing and promotion, responsible tourism.
- Experience in knowledge management and transfer, and training development desired.
- First professional experience in an international context, ideally in development cooperation.
- Understanding of and good network within the Swiss tourism industry desired.
- First experience in coordination, management and leadership.

Skills and capabilities:

- Proficiency in English and German indispensable; in addition, Spanish or French highly desired.
- Highly structured person with fast comprehension and outstanding multitasking skills.
- Ability to prioritize under high workload/time pressure, results-oriented thinking and decision making.
- Proven coordination, networking and facilitation skills (within internal and external stakeholders).
- Professional and goal-oriented communication skills in a multicultural context and with different target groups.
- Willingness, pleasure and ability to work in frequently changing team constellations.
- Work permit for Switzerland or EU/EFTA citizenship.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust, and teamwork. We look forward to receiving your [online application](#) with the following documents: letter of motivation, curriculum vitae, diplomas and references. For further information please visit [www.swisscontact.org](http://www.swisscontact.org).

Contact person: Doris Keller, HR Business Partner ([doris.keller@swisscontact.org](mailto:doris.keller@swisscontact.org))