



Schweizerische Eidgenossenschaft
Confédération suisse
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Embassy of Switzerland in Australia

Junior Science Project Coordinator

The Embassy of Switzerland in Australia is offering a part-time 12-month fixed-term position based in Canberra.

Your employer

The Embassy of Switzerland in Australia represents the Swiss Government in relation to Australia, Kiribati, Nauru, Papua New Guinea, Solomon Islands and Vanuatu. Swiss interests encompass political, economic and financial affairs; science & technology; security policy; education; and the environment. This is an exciting opportunity to work for a diplomatic mission in a dynamic and supportive team environment. The role is based within the Science and Technology Office (STO) of the Embassy.

Overview of the position

The Junior Science Project Coordinator supports the Science and Technology Office (STO) through administrative, communications, and event coordination functions. The role primarily contributes to the development and coordination of the Swiss Australian Academic Network ([SAAN](#)), including its governance processes, chapter development, partnerships, website and social media presence, and broader community engagement activities.

Other responsibilities include managing mobility and exchange programs, contributing to the organisation of academic and innovation-focused events, drafting briefings and communication materials (including social media content and promotional materials), and supporting Swiss engagement and collaborative initiatives in the region.

Your profile

- Valid working rights in Australia
- University degree (preferably at Master's level) in science, international relations, management, public policy, or a related field
- Strong interest in science diplomacy, international collaboration, and academic exchange programs
- Proven coordination and project management skills, including organising events, workshops, or programs
- Excellent oral and written communication skills in English; ability to draft reports, briefings, and promotional materials
- Passive knowledge of an official language of Switzerland (German, French, Italian) is desirable
- Strong digital literacy; experience with social media management, website content, and online engagement tools is an advantage
- Highly proactive, self-motivated, and able to work independently while maintaining accuracy and efficiency
- Team-oriented and adaptable, with a willingness to support colleagues in a small office environment
- Desirable: Previous experience in academic networks, government, international organisations, or not-for-profit sectors
- Available from September 2026

Your application

To apply for this position, please submit your application via the SEEK portal [here](#). Your application should include a motivation letter in English, a CV/resume in English, a copy of your university diploma and/or latest academic reports, letters of recommendation (if available), relevant work certificates (if available), and contact details for referees. Applications must be submitted by **26 July 2026**.

For any questions regarding the position or the application process, please contact our Science Counsellor, Tristan Piquet, at tristan.piquet@eda.admin.ch.