



Legal and Human Rights Officer (100%)

Short term Contract: May 1st, 2025 – December 31st, 2025
(with a possibility to extend until April 30th, 2026)

The Permanent Mission of Switzerland to the United Nations in New York is seeking a qualified candidate for the position of a Legal and Human Rights Officer for the period starting on 1 May 2025 until 31 December 2025, in the Legal, Sanctions, Counter-Terrorism, Human Rights, Budget and Management Affairs Team.

The Permanent Mission of Switzerland to the United Nations in New York represents Switzerland's interests at the United Nations (UN) in accordance with the country's foreign policy objectives through its work with the main organs of the UN (General Assembly, Economic and Social Council, Security Council), its agencies and member states.

Job Description

The Legal and Human Rights Officer supports the Mission's Legal Advisor in the full scope of her duties, in particular in matters relating to public international law, international criminal law, international humanitarian law, the International Criminal Court, counter-terrorism and sanctions. Furthermore, the Legal and Human Rights Officer is, in close collaboration with the Human Rights Counsellor, responsible for human rights and gender issues across the UN system, including in the UN General Assembly and its Third Committee as well as in relevant Commissions of the Economic and Social Council.

Duties and Responsibilities

- Represent Switzerland's interests in the field of international law, including international humanitarian law, international criminal law and international human rights law at the relevant UN bodies and agencies, as well as vis-à-vis the Permanent Missions of other UN member states;
- Negotiate resolutions in the UN General Assembly (in particular in the Third Committee and the Sixth Committee) as well as in the Economic and Social Council and the Assembly of State Parties to the International Criminal Court;
- Identify opportunities and initiatives for Switzerland in the above-mentioned areas, participate in meetings and working groups;
- Collect information, conduct substantial research, provide legal and human rights policy analysis and draft reports;
- Organize, accompany and support delegation visits to New York;
- Assist in the preparation of Swiss positions, drafting Swiss statements, talking points, briefing notes, letters, and communication material, including for social media;
- Assist in the organization of events and receptions.

Qualifications and Experiences

- Master's degree in law, preferably with a specialization in international law, including public international law, international humanitarian law, international human rights law and international criminal law, or international relations;
- Relevant work experience in the Swiss Federal Administration, a Permanent Mission or Representation of Switzerland, and with intergovernmental organizations, preferably the UN;
- Fluency in English and good knowledge of French as one of the working languages of the UN and national languages of Switzerland;
- A solid knowledge of international politics and Swiss foreign policy, with a strong interest in areas related to international law, including human rights;
- Strong analytical skills and ability to synthesize, and a certain comfort level with complex issues;

- Strong interest in negotiations, including the development of negotiations strategies;
- Stress resistance, flexibility and ability to work in an intense work environment and under pressure;
- Strong interpersonal and communication skills and ability to network.

What we offer

- A stimulating working atmosphere in a multilingual environment with a team of about 40 employees;
- A diversified job in a Swiss Representation to the UN;
- A diverse working environment;
- A competitive salary and benefits;
- 401k plan with matching employer contribution;
- 4 weeks of paid vacation and respect for American and some Swiss holidays.

To Apply

Interested candidates should send their resume, cover letter and salary expectations in PDF format to: newyork.un.jobapplication@eda.admin.ch. Please write "**Legal and Human Rights Officer**" in the subject line of your email to ensure prompt processing of your application.

Application deadline: February 23rd, 2025

Incomplete applications or those that do not meet the above requirements will not be considered. Please note that only electronic applications will be accepted. Applications from candidates not selected for an interview will be destroyed at the end of the selection process.