

Vacancy – Position as Junior Policy Officer and Events Coordinator at the Embassy of Sweden to South Africa, Namibia, Botswana and Lesotho.

Reference number UM2025/11991/PRET

Sweden and South Africa enjoy a strong relationship and have a long history of bilateral collaboration. The Swedish Government promotes South African-Swedish exchanges through a range of activities, incl. seminars, events and social media campaigns. The overall tasks of the Embassy include public diplomacy, supporting business and trade, regional development cooperation as well as consular services, and has 32 employees.

The Embassy's Section for Politics, Trade and Culture is responsible for political and economic reporting related to South Africa, Botswana, Namibia and Lesotho, as well as for the Embassy's promotional activities, events and communication in these countries.

The position as Junior Policy officer and Events Coordinator is suited for someone who is outgoing and able to take initiative, with a strong interest in International Relations, political and economic affairs, climate and environmental affairs, and in initiating and organising impactful events and programmes. The successful candidate might already be working with policy and advocacy at an Embassy, in an NGO, international organization or PR agency.

Responsibilities will include:

- Planning, coordinating and executing physical & online events for the Economic and Political Section;
- Focal point for issues and policy development relating to areas such as democracy, human rights, trade, sustainability, climate change, environment, water and energy (other areas might be added depending on the profile);
- Monitoring and analysis of press, media and other reports on developments in South Africa, Namibia, Botswana and Lesotho;
- Contributing to briefing papers, reports, wider research pieces, speeches etc.

This position will include the promotion of Swedish values and positions on issues like gender equality, human rights, including LGBTQIA+ rights, SRHR, innovation, trade, higher education, climate and environment.

Requirements

- Strong initiative, self-motivation and drive;
- Strong analytical skills;
- Excellent social and networking skills;
- At least two years of work experience from a relevant field of work (embassy work, public administration, NGO's, international departments in the private sector etc);
- Strong mastering of spoken and written English and highly developed communication skills;
- Problem-solving, attention to detail and efficient administrative skills;
- Ability and interest in teamwork;
- Bachelor's degree (minimum) in relevant field;
- The applicant needs to be a South African citizen or have a valid work permit for South Africa;
- Applicants must have a clean criminal record;
- Security clearance from relevant Swedish authorities will have to be obtained based on a South African police clearance;
- The successful applicant embraces the Embassy's core values of equality and openness and enjoys the idea of representing Sweden to peers.

Merits

- Experience in project management;
- Experience of working with relevant fields, such as security policy, climate change, the

environment, energy, water, democracy or human rights.

How to apply

An application including motivational letter of no longer than one page and a CV no longer than two pages in length should be sent to the Embassy at recruitment.pretoria@gov.se **no later than 30 April 2025**. We ask you to please not send any other documentation at this point in the process.

Starting date: as soon as possible, please indicate notice period in your application.

Employment conditions:

The position is permanent contract with a starting six-month probationary employment, that can be extended for another six months if needed.

The salary is individual and adapted according to relevant professional experience. In addition to this, the employee will also receive a 13th month salary as well as medical coverage for themselves and immediate family (spouse and children under 19 years) – among other benefits.

Contact:

For more information regarding the position please contact the Embassy of Sweden:
recruitment.pretoria@gov.se