



Singapore, 03.09.2018

Head of Swiss Business Hub ASEAN at the Embassy of Switzerland in Singapore

The Swiss Business Hub (SBH) for ASEAN is part of the Embassy of Switzerland in Singapore and constitutes the Singapore-based representation of the official Swiss trade and investment promotion agency Switzerland Global Enterprise (S-GE) in the region. The Embassy is currently recruiting a new Head for its SBH. We offer a challenging and multicultural work environment, with remuneration and benefits according to local contract/conditions.

Starting date: November/ December 2018

Responsibilities

- Manage the SBH ASEAN – consisting of four Local Trade Officers in Singapore, Kuala Lumpur, Hanoi and Ho Chi Minh City – in technical, organizational, personnel and financial terms along the lines of S-GE
- Help Swiss companies, especially SMEs, identify and monitor export opportunities in the destination countries (Singapore, Malaysia and Vietnam, plus the other ASEAN countries without Indonesia) with the help of the SBH team, local experts and in close cooperation with S-GE
- Promote investment by ASEAN countries into Switzerland by planning and carrying out investment promotion activities such as industry specific market evaluations, approaching potential investor companies, presenting investment opportunities and coordinating key stakeholders
- Observe and analyse economic and regulatory developments in ASEAN and derive strategic recommendations for action and business potentials for the export industry and uses them for the benefit of Swiss customers.

Our requirements

- Higher education in economics (masters levels) and business skills with several years of experience in international business development and/or sales in Singapore and other ASEAN countries and distinct international leadership experience at decentralized locations or with various country organizations
- Very good knowledge in the field of strategy consulting and project management experience with emphasis on internationalization of companies abroad, with strong advisory skills to investors and C-level executives for international structures and investment projects
- In-depth knowledge of the economic policy environment in ASEAN (mainly Singapore, Vietnam and Malaysia, plus the other ASEAN countries without Indonesia)
- In-depth experience in the Swiss SME environment and in the area of the Swiss export industry, with good knowledge of the Swiss export industry
- Strong networking skills, strong communication and dialogue skills, ability to build and maintain a sustainable network. Being open minded and willing to work in a team are additional requirements.
- Thorough understanding of the roles and tasks of various Swiss actors abroad and the possible synergies which can result from cooperation for export and location
- Good knowledge and experience in the innovation and technology sector is an asset.
- Good knowledge about Switzerland and a Swiss national language is a bonus.

Interested candidates may send their application, including letter of motivation, CV, copies of diplomas, last salary and salary expectations, and references by email to singapore@eda.admin.ch before **20 September 2018**.