



The Embassy of Switzerland in Indonesia is the official representation of Switzerland and covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy also promotes Swiss exports to Indonesia, as well as tourism. Moreover, it manages Switzerland's Economic Cooperation and Development Program with Indonesia.

The Ambassador is also accredited to the Association of Southeast Asian Nations (ASEAN) and to Timor-Leste, and the Embassy actively contributes to the ASEAN-Switzerland Sectoral Dialogue Partnership.

In order to strengthen our team, we are currently looking for an

Economic Affairs and Political Officer

Your duties and responsibilities:

In the context of strengthened relations between Indonesia and Switzerland, the successful candidate will conduct analysis, reporting and networking in the fields of economic affairs, political affairs, as well as science, research and technology. Occasionally, he/she will contribute to organizing the events of the Embassy. As a member of the Embassy's diplomatic team, he/she will report to the Deputy Head of Mission of the Swiss Embassy. He/she will focus in particular on the following tasks:

- Monitor and advise on major economic and political developments in Indonesia, especially on topics relevant for Switzerland.
- Substantially contribute to the reporting activities of the Embassy.
- Contribute to the promotion of bilateral and multilateral cooperation as well as the expansion of the bilateral legal framework.
- Establish and maintain a strong network with relevant Indonesian government agencies and ministries, business associations, academia and civil society organizations. Participate in meetings with relevant actors and in conferences.
- Contribute to other tasks of the diplomatic team, which may include contributing to the organization of official visits and Embassy events in general.

Our selection criteria:

- Master of Arts or higher (e.g. communication, political science, economics);
- Minimum 3-5 years of working experience in the area of economic regulation and policy analysis, trade promotion, or similar fields;
- Additional experience in international/diplomatic affairs, and/or science diplomacy is an advantage;
- Fluent in English and Bahasa Indonesia, both written and spoken; knowledge of at least one official language of Switzerland (German, French, Italian) is an advantage;
- Strong research capacities, experience with data analysis;
- Familiarity with the landscape of Indonesian government and civil society, particularly those relevant to Swiss interests in Indonesia;
- Excellent IT skills, experience in managing social media tools professionally (Twitter, Instagram, LinkedIn) is an advantage;
- Prior international exposure and knowledge of Switzerland is an advantage;
- Communicative and outgoing personality, ability to connect and work well with others;
- Excellent organizational skills (ability to prioritize tasks, meet deadlines under pressure and manage competing responsibilities)
- Candidate must be self-driven, self-motivated and service-focused;

We offer excellent working conditions as well as above-average social benefits in a dynamic and international environment. The successful candidate will start working latest on 1st October 2024.

Interested candidates who fulfil our selection criteria are invited to submit the **required application form** (see our website) along with a **motivation letter in English** by e-mail (max 1MB, subject line: "**Economic & Political Officer – [Your full name]**").

E-mail: jakarta.application@eda.admin.ch

Website: <http://www.eda.admin.ch/jakarta>

See also: [Bilateral relations](#), [Export and investment promotion](#)

Closing date: August 11, 2024. Only shortlisted candidates will be notified.

Jl. H.R. Rasuna Said
Blok X 3/2, Kuningan
Jakarta 12950
Phone: +62 21 525 60 61, Fax: +62 21 520 22 89
jakarta@eda.admin.ch, www.eda.admin.ch/jakarta