



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, culture and consular affairs. The Embassy promotes the Swiss economy in Indonesia, Swiss exports and tourism. It implements the Swiss economic cooperation and development strategy in Indonesia. The Ambassador is also accredited to the Association of Southeast Asian Nations (ASEAN) and to Timor-Leste. The Embassy is actively involved in implementing the ASEAN-Switzerland Sectoral Dialogue Partnership.

We currently are looking for an Indonesian national for the position as:

### **Driver / Messenger**

#### **Your duties and responsibilities:**

- General driving duties, also for the Head of Mission in Jakarta and occasionally out of town
- Planning of driving duties in consultation with the line manager and the assistants to the Head of Mission
- Cleaning and maintaining of the vehicles of the head of mission / office vehicles
- Delivery of official documents from and to government agencies and other service suppliers
- Supporting in the administrative tasks in the embassy as instructed by the line manager or Protocol officer

#### **Essential qualifications:**

- Minimum Senior High School Degree (SMA)
- Valid driving licenses for passenger vehicles and motor cycle (A and C)
- Minimum 5 years professional driving experience with an international organization, foreign mission and / or private driver of expatriates
- Good English and Bahasa Indonesia skills, both spoken and written
- Excellent knowledge of Jakarta's road network, in particular Central and South Jakarta
- Experience in dealing with local government agencies (police, custom, tax office, KEMLU, immigration, etc.)
- Knowledge of GPS navigation systems and MS office applications (Outlook, Word, Excel)
- Excellent organizational and planning skills, able to multi-tasking and meet deadlines
- Dynamic, service orientated and committed personality with high integrity
- Ability to work independent and in a team
- Able to work flexible hours to accommodate sporadic higher work loads

We offer excellent working conditions as well as a competitive salary (minimum 7.5 mio/month) with attractive social benefits in a dynamic and international environment.

Interested candidates who fulfill our selection criteria are requested to submit the required "[FDFA job application form](#)" (please download it from our website – job vacancies) along with a "**motivation letter**" by e-mail (subject line: "Driver/Messenger – Your full name")

E-mail: [jakarta.application@eda.admin.ch](mailto:jakarta.application@eda.admin.ch)

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

Only shortlisted candidates will be contacted for an assessment. Candidates who pass the assessment will have to demonstrate their driving skills in practical examinations.

**Application Deadline: Sunday, 08.09.2024**