



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 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

Messenger / Driver

Your duties and responsibilities:

- Provide messenger services for the operations of the Embassy
- Delivery & pickup of official documents from and to government agencies and other service suppliers
- Supporting administrative tasks of the embassy as instructed by line manager and/or Protocol Officer
- Driving duties for the Embassy & its official events in Jakarta and occasionally out of town
- Provide efficient administrative support and establishing good networking / contacts in the government agencies such as KEMLU, Police, Customs, Immigration, Tax office, etc.
- Maintenance of office motor vehicles (car & motorcycle)

Essential qualifications:

- Minimum Senior High School Degree (SMA) or higher
- Valid driving licenses for passenger vehicles and motor cycle (SIM A & C)
- Minimum three (3) years of professional experience as a messenger and/or driver for a foreign mission or International organization in Jakarta
- Excellent & good networking skills as well as good experience dealing with local authorities, such as with KEMLU, Police, Customs, Immigration, tax office, etc.
- Good English and Bahasa Indonesia skills, both spoken and written
- Excellent knowledge of Jakarta's road network, in particular Central and South Jakarta
- 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
- Excellent IT skills such as MS Outlook, Word, Excel and GPS navigation system
- Able to work flexible hours to accommodate sporadic higher work loads
- Ownership of own work: good initiative, pro-active, professional, timely & independent management of own responsibilities, energetic & good health, achievement orientation, problem-solving skills, reliable
- Ability to handle conflicting priorities with tight deadlines while meeting work targets
- Attention to detail and thoroughness in following through tasks to completion

We offer excellent working conditions as well as a competitive salary (IDR 7 – 10 million) with attractive social benefits in a dynamic and international environment.

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

E-mail: jakarta.application@eda.admin.ch Website: <http://www.eda.admin.ch/jakarta>

Candidates who pass the assessment will have to demonstrate their driving skills in practical examinations. Only shortlisted candidates will be contacted for an assessment. **Application Deadline: 17 December 2023.**