



09.07.2025

Embassy of Switzerland in Jordan: Job Vacancy

As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the diplomatic relations between Switzerland and Jordan. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, humanitarian aid, development cooperation, legal arrangements, science, education and culture. Moreover, the Embassy serves as a regional hub for various areas, including the implementation of the Swiss Cooperation Programme "Syria and neighbouring countries 2025-2028".

Executive Assistant to the Management – 100%

Duties & Responsibilities: The Executive Assistant supports the management in organizational and administrative matters. Key responsibilities include:

- **Assistant to the Management:**

1. Providing organizational support, managing calendars, contacts, and meetings.
2. Handling official correspondence, including drafting letters and diplomatic notes.
3. Managing internal mail flow and supporting relationship management with partners and stakeholders.
4. Organizing duty trips for management and processing travel claims.
5. Coordinate appointments and invitations.
6. Write minutes of management meetings and to the follow-up on decisions made.
7. Drafting, editing, and following up on notes to the Ministry of Foreign Affairs.
8. Organizing events, including creating invitations, coordinating with the residence team, and providing on-site assistance.
9. Maintaining a network of PAs from embassies, missions, and ministries.
10. Filing documents

- **Supporting the regional program:**

1. Organizing and facilitating meetings and events (online and in-person), coordinating missions and training activities, preparing documents, managing filings, assisting with staff onboarding, handling audit documentation, managing local access permissions in RDM, and administering Shareweb and the milestone calendar
2. Deputization: Acting as a substitute for the Regional Quality Assurance Officer and the Assistant to the Ambassador.
3. Records Management: Performing records management duties and supporting staff with day-to-day needs, filing, creating, and transferring files.

Profile & Requirements:

- Bachelor's degree in business administration or a similar field.
- At least 10 years of experience in an international organization, private company, NGO, or Embassy.
- Strong connected thinking and ability to translate insights into action.
- Ability to work autonomously, proactively, and in a results-oriented manner in a complex and evolving context.

- Excellent communication and teamwork skills, with cultural sensitivity and a commitment to working in a challenging environment.
- Fluency in English and Arabic is required; knowledge of French or German is an asset.
- Proficiency in MS Office and internet research.

What the Embassy Offers:

- A diverse and meaningful work environment.
- Further training opportunities.
- Competitive salary and social benefits.

Location: Embassy of Switzerland in Jordan

Start Date/Duration: September 2025 or upon agreement; a one-year renewable local contract.

Application Deadline: July 24, 2025.

Application Instructions: Submit your application (CV and motivation letter) in English through the recruitment site. Applications not received through the recruitment site will not be considered