



Colombo, 08.07.2025

The Embassy of Switzerland invites professionally qualified candidates to apply for the following 50 % post:

**Social Secretary / Admin Assistant (50 %)**

Duties and functions include:

- ☐ Various administrative tasks (telephone service, updating of contact lists etc.)
- ☐ Supporting expat staff in their daily works with focus on correspondence, invitations, travel bookings (flights, hotels, taxi), assisting with visitors and organisation of workshops
- ☐ Replacement of PA during her absence

Minimum required knowledge and experience

- ☐ GCE A-Level
- ☐ Professional qualification or Diploma in secretarial functions
- ☐ Interest in representing "Swissness"
- ☐ Fluent Sinhala or Tamil and good knowledge of the other language (reading Sinhala)
- ☐ Fluent English
- ☐ German and/or French are an asset
- ☐ Good knowledge of Office programs
- ☐ Willingness to learn Embassy specific web based programs

You will share the office with a colleague. Teamwork and flexibility to adapt to changing needs are essential.

**This post is available as of 1st September 2025**

The Embassy of Switzerland offers a locally competitive package of salary and benefits in a dynamic working environment.

Candidates who fulfill these requirement are invited to download and complete the [FDFA Application Form](#) and send it, along with a letter of motivation, to the following e-mail address [colombo.jobapplication@eda.admin.ch](mailto:colombo.jobapplication@eda.admin.ch).

The closure date for applications is 21st July 2025. Only shortlisted candidates will be contacted for an assessment.