



**The Embassy of Switzerland in Baghdad is looking for an Administrative Officer (50% part time) to support the team of the Embassy.**

**Ideally, the position is filled by 1st of July 2025. For the first 3 months, the employment relationship will be a probationary period, and after that a permanent work contract is envisaged.**

### **Area of Activities**

The Administrative Officer supports the Embassy team in the areas of administration, accounting, IT and logistics. In addition, she/he replaces the diplomatic officer in times of absence.

### **Responsibilities and Duties**

The Administrative Officer

- is responsible for the Embassy's accounting in cooperation with HQ in Switzerland
- manages the Embassy's administrative tools such as the filing system and the contact database
- functions as the Embassy's IT system-administrator
- manages logistical tasks such as diplomatic pouch, office material supply and the maintenance of security related tools
- replaces the diplomatic officer in times of absence and takes care of translations from and into Arabic

### **Qualifications**

- University degree (Bachelor or Master) preferably in business administration or finance
- Proficient skills in the field of accounting, finance and business administration
- Proven computer skills (MS Office, Word, Excel, Power Point, One Note)
- Excellent knowledge of Arabic and English, both spoken and written. Knowledge of German, French or Italian is an asset.

### **Working experience**

- At least 5 years of work experience with international institutions, ideally with diplomatic representations, in the field of finance, business administration and IT

### **Key competences**

- Proactive attitude and ability to work on several processes in parallel
- Team player with the ability to work independently
- Strong interpersonal skills, always demonstrating respect for all individuals

### **Start and duration of the engagement**

The engagement ideally starts on the 1st of July 2025. For the first 3 months, the employment relationship will be a probationary period and after that a permanent work contract is envisaged.

The Embassy team looks forward to receiving your application with a motivation letter, a detailed CV and at least 2 reference contacts. The documents should be sent via Email under the title "**Embassy of Switzerland in Baghdad: Administrative Officer**" to [baghdad@eda.admin.ch](mailto:baghdad@eda.admin.ch) no later than **30 April 2025**.