



JOB VACANCY

WE

The Embassy of Switzerland in Indonesia is the official representation of Switzerland to Indonesia, Timor-Leste and the Association of Southeast Asian Nations (ASEAN). It covers all matters concerning diplomatic relations between the countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy is at the forefront of implementing the ASEAN-Switzerland Sectoral Dialogue Partnership. The Embassy promotes the Swiss economy in Indonesia, Swiss exports and tourism. **It implements the Swiss economic cooperation and development strategy in Indonesia under the mandate of the State Secretariat for Economic Affairs (SECO).**

Indonesia is a focus country for Switzerland's economic cooperation. The program supports Indonesia's transformation towards a sustainable, resilient and competitive economy. Our work contributes to the creation of better jobs, enhanced trade and competitiveness, effective policy frameworks and climate-resilient development.

To strengthen our team, we are looking for a:

NATIONAL PROGRAM OFFICER

(Full-time position based in Jakarta)

YOU

You are a motivated and experienced professional with:

- A **Master's degree from a university or equivalent higher education institution** in economics, development studies, political/social sciences or a related field
- At least **5 years of relevant experience** in development cooperation, ideally in urban infrastructure; familiarity with climate-related and infrastructure financing topics is an asset
- Proven experience in **program management** and knowledge of relevant actors and institutions
- Strong **analytical, organizational and communication skills**
- Excellent command of **English and Indonesian**
- A sound understanding of **Indonesia's political and economic landscape**
- The ability to **work independently** and engage effectively with a wide range of stakeholders

JOB DESCRIPTION

As **National Program Officer**, you will support the implementation of Switzerland's Economic Development Cooperation Program with Indonesia. Your responsibilities will include:

- Managing SECO's **urban infrastructure portfolio**, including transportation, renewable energy and sustainable urban development
- Liaising with **Indonesian government counterparts**, implementing partners and SECO head office in Bern
- Monitoring project implementation, contributing to strategic planning and ensuring alignment with program goals
- Representing the Embassy in relevant meetings and contributing to **policy dialogue**

We offer excellent working conditions as well as a competitive salary with attractive social benefits in a dynamic and international environment. Local employment conditions apply.

Apply: Interested candidates who fulfil our selection criteria are requested to submit the **required application form** (download from the Embassy's website) along with a **motivation letter explaining why you are a suitable candidate for this position**, by clearly referring to and addressing the job description and requirements listed above, by e-mail (subject line: "National Program Officer_Your_Full_Name")

TO: jakarta.application@eda.admin.ch, Website: <http://www.eda.admin.ch/jakarta>

For more details, see also [International cooperation of Switzerland in Indonesia](#).

Application deadline: Sunday, 28 September 2025. Only shortlisted candidates will be notified.