



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

**Ideally, the position is filled by 1st of March 2026.**

**Areas 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 Headquarters 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, in particular for 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 one of the Swiss national languages 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 in a small team;
- strong interpersonal skills, always demonstrating respect for all individuals.

**Start and duration of the engagement**

The engagement ideally starts on the **1st of March 2026**. For the first 3 months, the employment relationship will be on probationary basis; in the following, 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 "**Job Application as Administrative Officer**" to **baghdad@eda.admin.ch** no later than **23 January 2026**.