



The Embassy of Switzerland in Indonesia is the official representation of Switzerland and covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture, disaster risk management. The Ambassador is also accredited to the Association of Southeast Asian Nations (ASEAN) and to Timor-Leste. The Embassy is actively involved in implementing the ASEAN-Switzerland Sectoral Dialogue Partnership.

In order to implement the Memorandum of Understanding between Indonesia and Switzerland from 2020 in the field of disaster risk management, Switzerland will support Badan Nasional Penanggulangan Bencana (BNPB) to implement a project enhancing the national and local capacities. Switzerland is also supporting ASEAN in the field of disaster risk management.

We are currently looking for an Indonesian national for the position as

## **Programme Officer in Disaster Risk Management**

### **Your duties and responsibilities:**

Coordination and facilitation of the implementation of the project activities with BNPB

- Support BNPB in the preparation of administrative and financial documents following the requirements of the internal administrative and financial procedure (ToRs, procurement requests, contracts, payment requests, invoices, etc.).
- Support the Program Manager in financial management, organization of meetings with the main stakeholders, organizing/preparing Project Steering Committee meetings and other coordination meetings with BNPB
- Assist the Program Manager for negotiation with the stakeholders in case of need

Coordination with [AHA Centre](#) and [ASEAN Secretariat](#) (ASEC)

- Assist Program Manager for the coordination with AHA Centre and ASEC for our Disaster Risk Management programs

Context analysis

- Support Program Manager for the context analysis potentially impacting the project implementation
- Advise PM on the best implementation way according with Conflict Sensitive Program Management (CSPM)

Monitoring and reporting

- Support Program Manager for the review of the final operational activities reports provided by BNPB, for financial reporting and quarterly reports
- Support Program Manager in monitoring and reporting in case of emergencies (natural hazards)

Communication

- Bahasa Indonesia - English translations (meetings, legal documents, procurement and contractual documents, etc.)
- Advise Program Manager on potential opportunities for press releases or social media content

### **Essential qualifications:**

- Master degree in Administration/Finance, Environmental science, Hydrology, Geology or similar field
- Minimum of 5 years working experience in the field of disaster risk management
- Excellent English and Bahasa Indonesia skills, both spoken and written
- Excellent organizational and planning skills
- Good Communication and negotiation skills, teamwork spirit
- Dynamic, proactive, independent, service orientated and committed personality with high integrity

We offer excellent working conditions as well as a competitive salary according to the experience with attractive social benefits in a dynamic and international environment.

Interested candidates who fulfill our selection criteria are requested to submit the **required FDFA job application form** (see our website – job vacancies) along with a **motivation letter** by e-mail (Subject line: “NPO Disaster Risk Management”)

E-mail: [jakarta.application@eda.admin.ch](mailto:jakarta.application@eda.admin.ch)

Website: <http://www.eda.admin.ch/jakarta>

**Application Deadline: 11.12.2022**

Only shortlisted candidates will be contacted for an assessment.