



The Embassy in 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 promotes the Swiss economy in Indonesia, Swiss exports and tourism. It implements the Swiss economic cooperation and development strategy in Indonesia. The Embassy is at the forefront of implementing the ASEAN-Switzerland Sectoral Dialogue Partnership.

In order to strengthen our team, we are currently looking for a

**Senior Visa Officer (80% -100%)  
with citizenship of a member country in the Schengen zone**

**Your duties and responsibilities:**

- Assessing and deciding visa applications
- Investigate the integrity of documents and other information in connection with visa applications.
- Interview clients and request additional information to support visa applications.
- Maintaining relationships with existing customers as well as developing of new client base
- Ensuring effective achievement of targets and preparation of reports
- Liaising with clients in person, over the phone, or via email to discuss their travel requirements
- Organize and take responsibility for own workload
- Work cooperatively and harmoniously with other stakeholders such as the external visa service provider (VFS), Secretariat for Migration (SEM), Swiss Tourism etc.

**Our selection criteria:**

The successful candidate will demonstrate:

- Candidates must possess a nationality of a Schengen country<sup>1</sup>
- Bachelor degree / diploma, with 5+ years' work experience in related work field
- High proficiency in English and French (and / or German). Knowledge of Bahasa is an advantage
- Excellent communication and interpersonal skills
- Excellent IT skills (Ms Outlook, Word and Excel)
- Strong capacity to work in a team

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. Work- and stay permit shall be provided by the embassy for suitable candidates.

Interested candidates who fulfil our selection criteria are requested to submit the **required application form** (download from our website) along with a **motivation letter** by e-mail (subject line: "Senior Visa Officer\_Your\_Full\_Name")

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

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

Only shortlisted candidates will be contacted for an assessment. **Application Deadline: 20.01.2024**

---

<sup>1</sup> <https://www.schengenvisainfo.com/schengen-visa-countries-list/>