



Locally-Engaged Staff Vacancy
Permanent Mission of Brunei Darussalam to the United Nations Office, World Trade Organization and other International Organisations in Geneva, Switzerland

The Permanent Mission would like to invite applications for the position of **Office Assistant**.

Responsibilities

- Carry out dispatch duties such as the delivery of documents to the United Nations, World Trade Organization and other international organisations
- Process incoming and outgoing documents
- Sorting documents and items received
- Support other activities of the Mission as required

Requirements

- Fluency in English is essential (having proficiency in French and/or Malay is an advantage)
- Excellent interpersonal skills
- Good knowledge of Swiss road traffic regulations and familiarity with roads in Geneva and neighboring cantons
- A valid driving license in Switzerland
- Proven communications, organisational, time management, teamwork and office management skills
- Work experience in foreign missions or embassies will be an advantage

Position details

Start date: 5 May 2025 or at the earliest

Starting salary: **CHF 4'250.00 per month**

Working hours: 09h00 – 13h00 & 14h30 – 17h30 (37 hours per week) – you will also be required to occasionally work outside of regular working hours

Annual leave: 21 days per year; public holidays and off in lieu for occasional weekend work

Closing Date of Application: 16 February 2025

To apply for this role, please e-mail your detailed Cover Letter, CV and Résumé to brunei.geneva@mfa.gov.bn