



19.03.2026

## Swiss Embassy in Jordan: Job Vacancy for Swiss Project

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As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the diplomatic relations between Switzerland and Jordan. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, as well as humanitarian aid and development cooperation. Moreover, the Embassy ensures the implementation of the Swiss Cooperation Programme “Syria and neighbouring countries 2026-2029” in Jordan.

### Assistant Programme and Finance Officer – 100%

The Embassy of Switzerland in Jordan is seeking an **Assistant Programme and Finance Officer (APO)** for the implementation of the *National Flood Mapping Programme (NFMP project)*. The project is currently based at the Swiss Cooperation Office (SCO) at the Embassy in Amman and is expected to relocate to a new office location in the near future.

#### Duties & Responsibilities

The APO supports the NFMP Project Manager in the implementation of the Swiss-funded direct action that aims at strengthening flood risk mapping and institutional capacity within Government of Jordan structures. The APO collaborates closely with key Jordanian partner institutions, including the National Center for Security and Crisis Management (NCSCM) and the Ministry of Water and Irrigation (MWI), as well as the Swiss Cooperation Office team. The role covers project administration, financial oversight, stakeholder coordination, and a smooth operational functioning of the project team. The role contributes to compliant financial processes, accurate documentation, and efficient coordination of day-to-day tasks. The list of tasks includes the following:

➤ **Financial oversight and administrative support**

The APO is responsible for the financial monitoring and administration of the NFMP, including supporting the oversight of deliverables across the programme’s actions. Key tasks include maintaining supporting documentation, following up on payments in coordination with the Project Manager and the Embassy finance team, tracking budgets and expenditures, preparing financial forecasts, flagging deviations, and contributing to budget revisions. The APO also prepares periodic financial reports and supports audit processes.

The role further includes consolidating and reviewing operational and financial reports submitted; assisting with internal and partner procurement processes in line with established guidelines (e.g., quotes, tender documentation); and supporting the organization of workshops, trainings, and steering committee meetings. Additional responsibilities include drafting official correspondence and administrative documents, preparing for field visits, and ensuring the timely handover of project documents and deliverables to relevant partners and government entities.

➤ **Programmatic and coordination support**

The APO supports the project manager in coordinating with stakeholders, liaising with all project partners, and ensuring effective communication and information flow. The role also includes supporting participation in internal and external coordination and technical meetings related to the project.

➤ **Internal and external communication**

In close collaboration with the Project Manager and the Embassy’s Communications Officer, the APO contributes to internal and external communication related to the NFMP and other relevant topics and initiatives.

## Profile & Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or another relevant field
- 2-5 years of experience in finance and administration, preferably in international development, NGOs, government projects
- Experience with donor-funded projects is a strong asset
- Familiarity with Jordanian procurement rules, tendering, and financial reporting
- Strong understanding of accounting principles and financial procedures
- Excellent organization and documentation skills
- Good understanding of the Jordanian institutional landscape, particularly in the water or environment sector, is an asset
- Strong attention to detail and accuracy
- Reliability, discretion, and a proactive work attitude
- Ability to prioritize and meet deadlines
- Strong communication and interpersonal skills
- Proficiency in MS Office (Word, Excel, PowerPoint), financial management systems and internet research
- Fluency in English and Arabic (written and spoken); knowledge of French or German is an asset

## We offer

- Diverse and meaningful work environment
- Further training opportunities
- Competitive salary and social benefits

**Place of work:** Embassy of Switzerland in Jordan

**Beginning:** May 2025 or upon agreement, local contract

**Deadline:** 02.04.2026

**Please submit your application (CV & motivation letter) in English language via:**  
[amman.jobs@eda.admin.ch](mailto:amman.jobs@eda.admin.ch)