

Job Vacancy

The German Embassy in Addis Ababa invites for applications for the following job vacancy available within the next month:

Driver (temporary placement for at least 3 months)

Job description:

- Responsibility for driving the staff of the German Embassy as well as its visitors
- Provision of other transport-related and messenger services for the Embassy
- Cleaning and basic maintenance of the entrusted Embassy car

Required qualifications and experiences:

- secondary school education and valid driver's license with a minimum of one year work experience as a driver, with a safe driving report and proof of a safe driving manner
- the incumbent must possess chauffeur courtesies – a polite and friendly attitude and handle passengers with utmost respect; a tidy appearance is essential
- discretion and a high level of trustworthiness are essential personal attributes combined with a high degree of punctuality and reliability

Technical Skills:

- Good knowledge of driving rules and regulations
- Good sense of direction and knowledge of local conditions in Addis Ababa and Ethiopia in general
- Ability to cope with extended working hours

Language skills:

- English and Amharic

Payment is subject to the Embassy's salary scale, will be appropriate and customary. Contract will be based on Ethiopian law.

Additional information:

Applications must include

1. An individual motivation letter,
2. an updated CV as well as
3. a proof of a minimum of one-year-employment as a driver
4. copy of the driver's license

Incomplete applications will be returned.

Deadline for applications: April 28th, 2017

Applications should be submitted to the following address:

German Embassy, Administration, Yeka Kilfe Ketema, Woreda 03, Addis Ababa or
POBox 660, Addis Ababa

Or Email: Vw-S1@addi.diplo.de

Or Fax: 011 123 51 52

Candidates will be required to undergo a driving test as well as a written test.