



Vacancy Announcement

The Embassy of Switzerland in Accra is looking for a **Driver / Office Assistant per 1 June, 2024 (full-time)** to join its team.

Job description:

- Driving the staff of the economic section as per their weekly schedule in the designated diplomatic vehicle of the Embassy
- Driving of official delegations and missions including occasional field trips in Ghana, Togo and Benin
- In close cooperation with the Driver of the Head of Mission, delivering and collecting of correspondence, bills, and occasionally goods at the customs
- Replacing the Driver of the Head of Mission during his absences
- Keeping of the log-book of the assigned car and monitor its compliance (insurance, permits)
- Maintaining the car in a clean condition, arranging for fuel, maintenance and repairs
- Administrative support to the economic section, such as making copies, shredding of material, managing the outlook car calendar and occasionally correspondence
- Must be willing to work in the evenings and on weekends (paid overtime)

Qualifications, Skills and Experience:

- Junior High School and above
- Valid Ghanaian Driver's license, category C and above
- At least 5 years of experience as a professional driver for known institutions, preferably in a diplomatic mission or international organization
- Good written and oral communication skills in English; knowledge of local languages of Ghana, Togo and Benin. French is an asset
- Basic IT skills (MS Word and Outlook) is an asset
- Very good knowledge of the roads and locations in Greater Accra; general knowledge of the rest of Ghana.
- Further driver's training, Defensive driving trainings, first aid training (or similar) is an asset

Qualities and Competencies of an Embassy driver:

- Clean driving record, accident free
- Discreet and honest
- Able to remain calm and clear-minded even under pressure or stress
- Courteous and service-oriented
- Able to communicate clearly orally and in writing
- Proactive and solution oriented
- Demonstrated team player
- Flexible and reliable

Non-Ghanaian nationals require a residence permit and work permit for Ghana.

In case of a successful selection procedure, proof of health suitability must be provided by a medical examination by the embassy's regional doctor before employment. A personal/security check will also be carried out. A clean criminal record is a prerequisite for an employment at our Embassy. An Accident-Free report from DVLA will have to be submitted. Your willingness to cooperate is a prerequisite.

Please send your application with the following documents

- Motivation letter
- CV
- Proof of completed education and trainings
- Letters of recommendation of the last jobs in the past 3 years
- Birth certificate and copy of passport or similar proof of identity
- Recently taken passport photo

until 7 May, 2024, 4pm

preferably by email to accra.economicsection@eda.admin.ch with the subject “**Application Driver**”

or

by post to
Embassy of Switzerland
Economic Section
P.O. Box 359 GPO
Accra, Ghana

Please note that only complete and timely applications can be considered. **Only applicants who are considered for an interview will be contacted. No enquiries will be answered.**

You should be available for a personal interview from the beginning of May 2024 onwards.

Unfortunately, it is not possible to reimburse any costs incurred in connection with the application/interview. In the event of an unsuccessful application, the documents submitted will be destroyed.