



Driver to the Head of Mission

(local employment under Turkish law)

The Embassy of Switzerland in Ankara is seeking a reliable and experienced Driver to the Head of Mission.

Your tasks

- Driving the Head of Mission, including planning and carrying out official journeys within Ankara and throughout Türkiye
- Care and maintenance of the official vehicles (refuelling, cleaning, arranging servicing and repairs, keeping service records)
- Various logistical and administrative duties
- General support to the Head of Mission and the Embassy

Your profile

- At least five years of professional experience as a driver, ideally with an embassy or international organisation, with verifiable references
- Residence in Türkiye
- Valid Turkish driving licence and a clean driving record
- Integrity, professionalism and discretion; courteous and respectful interaction with colleagues, superiors and external partners
- Strong service orientation, flexibility and the ability to work both independently and as part of a team
- Excellent knowledge of Ankara and good geographical knowledge of Türkiye
- Sound technical and administrative knowledge of vehicles, vehicle insurance and road traffic regulations in Türkiye
- Good IT skills in Microsoft Office (Outlook, Word and Excel)
- Willingness to work regularly in the evenings and occasionally at weekends
- Excellent spoken and written Turkish
- Good command of English (at least level B1); knowledge of French or German is an asset

What we offer

- A varied and responsible position in an international environment
- A competitive compensation package and a motivated and supportive team
- Employment conditions in accordance with Turkish labour law

Start date and contract

1 November 2026 or by agreement.

This is a fixed-term position of 12 months, with the possibility of a permanent appointment.

Application

Complete applications (motivation letter and CV in English, French or German, copies of diplomas and references) must be submitted electronically by **9 October 2026** to ankara.candidatures@eda.admin.ch, stating "Application – Driver" in the subject line.

Only shortlisted candidates will be contacted and invited to an interview and practical tests.

The Embassy of Switzerland is committed to equal opportunities for women and men and welcomes applications from all qualified candidates.

Ankara, 29 September 2026