



The Embassy of Switzerland in Kyiv is looking for a

Driver (100%)

As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in political and economic affairs and implements its International Cooperation Programme 2025-2028 in Ukraine.

The Embassy of Switzerland is seeking a highly motivated Driver to support the implementation of its mandate in Ukraine. The Driver is responsible for the safe and professional execution of transportation missions for the entire Embassy team and visiting delegations. This includes conducting field trips across all areas of operation, including volatile regions and high-risk environments. As a key member of field missions, the Driver plays a vital role in ensuring the safety, security, and operational effectiveness of the Embassy's staff and activities throughout Ukraine.

Main duties and responsibilities:

- Planning, preparing, executing, and closing transportation missions (transport of persons, goods).
- Coordinating transportation operations with MovCon (Movement Concept) and relevant stakeholders.
- Ensuring the safety and security of all passengers during transportation missions.
- Supporting the planning and preparation of official missions, visits and movements.
- Providing courteous and professional support to internal and external customers, ensuring safe, timely, and service-oriented transportation.
- Operating navigation and communication equipment.
- Maintaining constant situational awareness throughout all movements.
- Supporting emergency response procedures, including evacuation, relocation.
- Ensuring that vehicles are clean, fully operational, roadworthy, and properly equipped at all times.

Requirements:

- Holder of a valid Ukrainian driving license (category C/C1), clean driving record.
- Proven experience driving in challenging and high-pressure environments.
- Excellent driving knowledge and skills in various environments and situations (including strong defensive driving skills, VIP/customer transport, manoeuvring, and 4x4/off-road driving).
- High level of personal responsibility, capacity and readiness to assume accountability.
- Ability to cope with stress and maintain performance during prolonged periods of pressure and heavy workload.
- Strong teamworking skills and commitment to achieving team objectives.
- High level of service orientation, with the ability to provide the best possible service.
- Good mechanical knowledge, including extensive technical knowledge of vehicles.
- Basic computer literacy, particularly Microsoft Outlook.
- Fluency in Ukrainian language and good working knowledge of English.

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission.
- Work in a dynamic organization operating actively across the country in the fields of international cooperation, humanitarian aid, diplomacy, economic and political cooperation.
- Competitive salary and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until Sunday, 22nd March, 2026 to kyiv@eda.admin.ch. Start of employment as soon as possible.

Indicate in the subject line "Driver" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.

Kyiv, 25.02.2026