

The Embassy of the Kingdom of Belgium in Ethiopia is recruiting one qualified driver (M/F/X)!

Eligibility

- You are at least 18.
- You are ready to work full time at the Embassy (Comoros Street, Yeka Sub-City)
- You have preferably experience in the job and its various roles

Description of the function and required skills

As a qualified driver, you will be responsible (under supervision of the Ambassador and/or the other diplomats), inter alia, of the following tasks:

- Before each journey, prepare the best route by consulting maps, GPS, etc. taking into account the state of the roads and the traffic, weather conditions, etc.
- Collect or drive personnel or visitors of the post to meetings/external activities following the route best suited to the times
- Collect or drive visitors to and from the airport during and outside of usual working hours (late arrivals or departures, weekends, etc.)
- Take care of the necessary formalities (customs, airport, money exchange, etc.)
- Transport or collect goods, equipment, mail, luggage, etc. to pre-defined places and at pre-defined times
- Load/unload the transported goods and help people carry their luggage and equipment (even if heavy)
- Complete books or other documents concerning the various trips
- Carry out small repairs and/or bring the vehicle(s) to the garage for checking and maintenance
- Bring the vehicle(s) to a technical control body
- Ensure that the vehicles are clean, both inside and outside
- Ensure that there is a sufficient stock of replacement, repair and maintenance material
- Undertake the administrative steps to ensure compliance of the necessary documents with the requirements so that the vehicle may be used for driving (registration of new vehicles, insurance, driving tax, etc.)
- Ensure that the documentation of the vehicle is always up to date and present in the vehicle during trips
- Carry out small repairs or other works (replace light bulbs, small painting jobs, help with packaging, installing or changing flags, etc.)
- Move or help to move (dismantling/assembling desks, transporting material to the archives or the storeroom, etc.)
- Manage urgent shopping on request
- Manage supplies of office equipment, paper for photocopiers, water for water fountains, cleaning or hygiene products, etc.
- Prepare and check equipment for meetings: video projector, screen, etc.
- Register equipment loans and returns (video projector, mobile phone of the representative, etc.)
- Manage the stock of office supplies and other equipment
- Etc.

The selected candidate should, inter alia, have the following skills:

- Respect, courtesy, good verbal communication
- Flexibility
- Good knowledge of the basic rules of "etiquette"
- Good knowledge of Addis-Ababa (location of Ministries, Embassies, possible shortcuts, etc.).
- Have well done work at heart and a capacity to work rigorously and methodically
- Good command of Amharic and English
- Good relational skills
- Etc.

What we offer

- The selected candidate(s) will be offered a one year local contract (renewable if expectations are met).
- The basic gross salary is approximately 420€ (paid in ETB in function of the applicable exchange rate).
- Intervention in some of the medical costs.

Selection procedure

- Bring your CV (and recommendation letters/references if any) to the Embassy (Comoros Street, Yeka Sub-city) OR send an e-mail with your CV (and recommendation letters/references if any) to addisababa@diplobel.fed.be with the following title : "Recruitment QD GS3 2022 – YOUR NAME", before October 14 (Friday evening, 11:59 pm). The applications received after this deadline will not be taken into consideration.
- The Embassy will then operate a first selection and establish a short-list.
- The short-listed candidates will then be invited for an interview at the Embassy.