

Riyadh, 24/05/2023

## **Advertisement of a Vacancy**

### **Driver / Administrative Assistant (Facilitator)**

The Embassy of the Federal Republic of Germany in Riyadh is looking for a full time Driver/Facilitator with effect of June 2023, the earliest possible.

#### **Duties and responsibilities include, but are not limited to the following:**

- Transport of Embassy staff members and delegations
- Delivery and pick up of errands, documents
- Facilitating administrative and official tasks (customs, government related documents)
- Assisting team members of the Embassy in administrative tasks with different entities
- Ensuring that the duty vehicles are clean and in a serviceable condition at all time, detecting vehicle defects and reporting immediately
- Strictly observe traffic rules and regulations & speed-limits

#### **Requirements for the position are:**

- Saudi Driving license and excellent knowledge of traffic regulations
- Fluency in both English and Arabic (spoken and written)
- Excellent orientation skills and sound (geographical) knowledge of Riyadh region
- Work experience as professional driver, certifications and references
- Truck or Bus license is an advantage
- Dedication and loyalty, perfect manners, organizational skills
- Strong interpersonal and communication skills, experience in dealing with government agencies, customs, Embassies, and ability to build good working relationships with contacts and counterparts
- Flexibility and ability to multi task effectively
- Availability for after working hours and on-call duty as well as duty travels outside Riyadh

#### **What do we offer?**

- This position is offered as a full-time employment (41 hours). The appointment will be initially on the basis of a one-year local contract with the possibility of extension.
- You may look forward to an interesting job in a family-friendly and international team.

- Local employment contract with salary and benefits according to the Embassy Salary Scheme

**Application:**

Please submit your complete application documents

**until 5 June 2023 at the latest**

by e-mail – attachments only in PDF format to [yw-s1@riad.diplo.de](mailto:yw-s1@riad.diplo.de).

**To be eligible for consideration, your application shall include:**

- CV
- Motivation letter in English and in Arabic
- References, working certificates
- Copy of passport and driving license
- For non-GCC nationals: Copy of Iqama/work/residence permit for Saudi Arabia

**Please note:**

Only complete applications can be considered.

Applicants who fulfill the requested criteria and who are shortlisted will be invited to an interview beginning of June 2023.

Please be advised that a security clearance by the German authorities is part of the selection process. Shortlisted candidates will be requested to present a certificate of Good Conduct (“No Criminal Record”) issued by the home country.

Unfortunately, we will not be able to acknowledge receipt of applications.

We will only be contacting candidates who will be invited to an interview.

We regret that we are unable to refund travel expenses arising from interviews.

**We look forward to receiving your application!**