

EMPLOYMENT OPPORTUNITY FOR DRIVER POSITION

About us:

The Embassy of the Republic of Uganda in Copenhagen is the official diplomatic representation of the Government of the Republic of Uganda to the Nordic countries and the Baltic States.

Position: Driver/Support Staff.

Location: Embassy of the Republic of Uganda, Copenhagen. Sofievej 15, 2900 Hellerup.

Employment type: Contract.

Deadline of application: 31st July 2023.

Main tasks and responsibilities:

1. Drive Embassy staff to and from home to office and to and from other venues and events.
2. Occasionally receive and drop off Embassy guests at airport and deliver them to venues and events as instructed.
3. Take good care of the assigned Embassy vehicle and ensure its proper maintenance and roadworthiness. This includes safety, servicing, registration, insurance and grooming that includes cleaning the interior and exterior and weekly vacuuming of the interior or more as maybe required.
4. Occasionally working outside the normal hours, on holidays and weekends as may be required. Additionally, may be required to work overtime.
5. Assisting from time to time in preparation of other Embassy activities and events.
6. Exhibit formality at work, respect of all other staff and compliance with instructions of the supervising officer(s)
7. Any other official assignments from the supervising officer(s)

Qualifications:

1. Valid drivers license for cars and mini van. More vehicle categories are an added advantage.
2. Able to represent the Embassy in a professional manner with relation to external partners.
3. A minimum of 5 years driving experience, 2 of which should be with a formal company or organisation.
4. Time conscious, responsible and reliable.
5. Pro-active, service minded and solution oriented.
6. Good command of English and Danish language.
7. Must have no criminal record or background. The applicant/candidate will have to present a “No Criminal Record” certificate or letter from the police as part of the application or latest, during the interview.

Application and recruitment process:

To apply for the position, please send your application, maximum 1 page, a CV maximum 2 pages, proof of relevant experience, recommendations and 3 referees in English to info@ugandaembassy.dk. The subject should be “Application for Driver’s job”. Only qualified candidates will be invited for the interview within 7 days of confirmation of receipt of your application.

All applications should be delivered not later than 31st July2023.

Contact:

info@ugandaembassy.dk

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