



Job Opening

The German Embassy in Abuja is seeking

**a full-time driver (40 hours/week) and
two part-time drivers (20 hours/week)**

to join the Embassy team as soon as possible.

The job position would be limited for the period of 12 months at first.

Duties and Responsibilities

- Transport of staff members, official visitors and guests;
- running official errands (e.g. dispatch, paying bills);
- safely and responsibly performing all official tasks using official vehicles;
- taking account of all available information on road conditions, accessible routes and locations;
- helps with transporting goods and admin matters;
- maintaining/cleaning official cars.

Qualifications and Requirements

- Secondary school education if possible;
- good knowledge of English language, basic German knowledge would be of advantage;
- holder of a valid driver's licence; expertise to operate bullet-proof cars would be an asset;
- at least 3-5 years' work experience as a driver with references;
- familiar with the city and outskirts;
- no major accidents in the past 3 years;
- ability to work in a team, flexibility as well as high reliability;
- good manners and a neat appearance;
- discipline and punctuality;
- willingness to work extra-tours if necessary;
- non-smoker with preference;
- experience/qualified as mechanical engineer would be an advantage;
- previous experience of a.m. duties etc. is preferable.

The work contract is based on Nigerian law. Salary is paid in Nigerian currency (Naira). Non-Nigerian applicants require a valid residence and work permit for Nigeria.

Applicants are to send their application (max. 5 MB) in English including CV, photo, motivation letter and supporting documents (e.g. certificates, references), copy of passport and driver's license and, if applicable, visa and work permit, **by email only until**

Friday 17 February 2017 (closing date) to:

jobs@abuj.diplo.de

Subject: Job Opening Driver

Qualified candidates will be invited to an interview end of February 2017 and will be informed accordingly.