



REPUBLIC OF CYPRUS
Permanent Mission of the Republic of Cyprus in Geneva

JOB VACANCY ANNOUNCEMENT
DRIVER / MESSENGER

The Permanent Mission of the Republic of Cyprus in Geneva is seeking to hire a Driver / Messenger, on a full-time basis, as of 1 January 2022.

TERMS OF EMPLOYMENT

The initial contract is for a period of 12 months, with the possibility of extension.
The monthly gross salary will be set at CHF 4'598.

JOB DESCRIPTION

The key responsibilities of the position include, but are not limited to:

- Ensure the provision of transport services, according to diplomatic etiquette, to the Ambassador, VIPs, staff members and visitors.
- Maintain the Mission's vehicles.
- Maintenance work on the Permanent Mission offices and the Ambassador's residence.
- Undertake deliveries and collections, perform general office delivery.
- Assist with other tasks such as administrative and setting up for events, when required.

JOB REQUIREMENTS

- Valid residence/work permit for Switzerland.
- Valid Driving License, Category B, B1 and /or B121 (Switzerland or EU)
- Clean Criminal Record.
- Minimum of High School Diploma.
- Fluency in English and French.
- Fluency in Greek considered an additional qualification.
- At least two years of experience as a professional full-time driver.
- Team-worker, flexible and good at working under pressure; efficient and resourceful.
- Able to work extended hours and/or after office hours and on weekends.

HOW TO APPLY

Interested candidates for this position should send a cover letter, a CV with photo, a copy of ID or passport, and a reference letter no later than 1 November 2021, 17:00 pm CET to the following email address: vacancy@cyprusmission.ch

Only shortlisted candidates will be contacted for interview.