

VACANCY FOR THE POSITION OF DRIVER/CLERK
AT THE PERMANENT REPRESENTATION OF THE REPUBLIC OF CYPRUS TO THE
EU

The Permanent Representation of Cyprus to the EU accepts applications for one (1) position of temporary Driver/ Clerk, for a limited period, under the terms of local staff. The gross monthly remuneration for this position amounts to €2,200.

Duties and responsibilities:

- Transportation of Permanent Representative and government officials, within and outside Brussels/Belgium (overnight stays outside the headquarters may be required when necessary).
- Maintenance, proper operation, and cleaning of the vehicles.
- Compliance with the Traffic Code.
- Keeping of the Vehicle Movement Report.
- Carrying out clerk duties, including mail processing and distribution, letter and document transportation within and outside Permanent Representation offices.
- Execution of any other duties related to the position.

Qualifications required:

- Valid driving license.
- Clean criminal record.
- Graduate of Secondary Education.
- Experience relevant to the duties of this position.
- Good knowledge of the English language.
- Integrity, confidentiality, and reliability.

In addition to the above, the following qualifications will be considered an advantage:

- Good knowledge of the Greek language.
- Knowledge of the French language.

Interested candidates who meet the criteria will be invited for an oral interview.

Please note that the Permanent Representation does not cover any relocation and accommodation expenses in Brussels, or any other expenses arising within the framework of filling the vacancy and/or thereafter.

Interested candidates are requested to submit a **curriculum vitae** to the Permanent Representation of Cyprus to the EU at the email address: mimichaelidou@papd.mof.gov.cy .

During the interview, a certificate of a clean criminal record, a copy of the driving license and identity card, as well as other relevant certificates (diploma, certificates of good knowledge of English, good knowledge of Greek and knowledge of French (where applicable) and recommendation letters from previous employers in relevant positions, if any) will be requested.

The closing date for applications is **Tuesday 23 April 2024.**

Brussels, 08 April 2024