



Driver/Logistician/Deputy Janitor at the Swiss Embassy in Ankara (local employment according to Turkish law)

The Swiss Embassy in Ankara has a vacancy for a driver/logistician:

Tasks

- Driver/Logistician for the Embassy
- Vehicle maintenance (washing/cleaning, carrying out and organizing the necessary maintenance services and repair works, maintenance/repair documentation)
- Various logistical and administrative services
- Replacement of the ambassador's driver
- Replacement and support of the janitor when needed

Job Requirements

- At least five years of experience as a driver, ideally at an embassy; very good references
- Gifted for technical and manual work
- Integrity, professionalism, confidentiality; courteous behavior towards superiors and colleagues at all times
- Strong service-oriented behavior, flexibility, ability to work independently and ability to integrate and work in a team;
- Technical and administrative knowledge related to vehicles, vehicle insurance, road traffic in Türkiye
- Administrative and technical skills
- Computer skills: user knowledge (Outlook, Word, Excel)
- Willingness to work outside normal working hours if necessary
- Very good knowledge of oral and written Turkish (at least level B2)
- Good knowledge of German, English or French (level B1)
- Professional school or high school diploma

Start Date

1st of June 2024 or according to arrangement.

The position is limited to 12 months and can possibly be extended to a permanent position.

Application

Complete applications (letter of motivation and curriculum vitae with references, all in German, French or English) are to be sent in electronic form by **April 30, 2024** to the following email address: ankara.candidatures@eda.admin.ch

Only selected applicants with a suitable profile will be invited to an interview and tests.