



Schweizerische Eidgenossenschaft
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EMBASSY OF SWITZERLAND IN VIETNAM

Vacancy Announcement

EMBASSY OF SWITZERLAND

Driver / Messenger (male or female)

The Embassy of Switzerland is currently accepting applications to fill the position of Driver/Messenger. This is a full-time position at the Embassy of Switzerland in Hanoi.

Your main tasks:

- Driving duties for transportation of Embassy staff and delegations following the traffic rules and safety protocol.
- Maintenance and cleaning of the vehicle pool (1 electric car, 1 petrol car and 1 motorbike).
- Collecting and delivering documents to ministries, banks, post office, etc.
- Replacement of the Ambassadors driver when absent.
- Assistance in small technical matters at the office and coordinating repairs with external companies.
- Purchase and deliverance of goods for the office or residence.
- Administrative work, maintaining car logbooks, registering out-going mail/notes, etc. Assisting in registering and updating diplomatic vehicles (license plates, documentation, police procedures, driving licenses, etc.).
- Support logistical preparations for high-level visits and events, including driving schedules.

Your profile:

- Excellent driving skills and in possession of a driving license for car and motorbike.
- At least 10 years of driving experience and clean driving record.
- Completion of High-school level required.
- Good knowledge of English. Knowledge of any other Swiss language (German, French or Italian) is a plus.
- Must be able to navigate efficiently throughout Hanoi and surrounding areas.
- Basic digital knowledge with standard Office applications (Excel, Word, Outlook) for maintaining schedules and lists; familiar with common apps for navigation, self-management and online research (e.g. Google Maps or searching for specific items or services in Vietnam).
- Professional appearance, punctual and respectful manner.
- Good practical sense and manual skills and readiness to carry small technical maintenance work in the office or to coordinate repairs, support at the residence.
- Previous experience in messenger, courier, or office support tasks is an advantage.
- Social competences: Solution-oriented, service-minded team player with proactive communication; reliable.

Benefits:

The position offers a competitive salary, comprehensive benefits and a supportive work environment. The Embassy of Switzerland is a value based equal opportunities employer, appointing on merits by open competition.

How to apply:

If you are interested in this position and fulfil the eligibility requirements above, kindly submit a complete application dossier, including your CV and a cover letter in English detailing your motivation, any relevant school/training certificates and - if applicable - reference letters to: hanoi.recruitment@eda.admin.ch (Subject: Driver / Messenger).

Application deadline: 09.11.2025

Only short-listed candidates will be contacted for an interview.

The Embassy of Switzerland regrets that it will not be able to answer phone calls regarding this vacancy or the applications submitted.