



Republika e Kosovës

Republika Kosova - Republic of Kosovo

Qeveria - Vlada - Government

Ministria e Punëve të Jashtme dhe Diasporës - Ministarstvo Inostranih Poslova i Dijaspore - Ministry of Foreign Affairs and the Diaspora

Ambasada në Stokholm - Ambasada u Stokholmu - Embassy in Stockholm

VACANCY ANNOUNCEMENT

For vacant position:

Position: **Chauffeur (Driver)**
Place of work: **Stockholm**
Duration of contract: **One year (renewable) with a probationary period of 3 months**
Application date: **11 March 2020 to 25 March 2020**

Duties and Responsibilities

Under the supervision and responsibility of the Head of Mission, undertakes the below duties and responsibilities:

- Provides transport services for the Ambassador, high officials or other diplomatic personnel as required;
- The driver must be able to conduct small maintenances and ensure the vehicle to stay clean and in good condition;
- The driver must be able, immediately after receiving a call from the Ambassador or diplomatic official to provide transport services for official duty during evenings and weekends;
- The driver must be available for official visits;
- The completion of routine functions as mail carrier, delivery of consular mailing, the transportation of goods and other supplies;
- Procuring equipment for the embassy or the official residence;
- Bookkeeping of kilometers of vehicle, maintenance, licensing and permits, and other documents;
- Is responsible for damages made to the vehicle from carelessness or not following traffic rules;
- Ensure that all actions are in accordance with all traffic rules and regulations in case of a traffic accident;
- Perform other duties normally assigned to the driver.

Criteria and required conditions

- The candidate should have completed relevant high school qualification or equivalent;
- To be citizen of the Republic of Kosovo (with arranged stay in the host country), citizen of the host country or citizen of the third country;
- The candidate must have a valid driver's license in the receiving state;
- To have at least three years of driving experience;
- Knowledge of English and/or knowledge of Swedish language;
- The candidate should be able to work on a flexible working schedule.

Candidates applying must meet following conditions:

- Submit CV;
- A copy of driver's license and ID card;
- A copy of school qualification-certificate;
- Two work references and a letter of motivation;
- Health certificate from a Medical Practitioner;
- Clearance certificate confirming they are not undergoing an investigation by the receiving state authorities.

Documents should be submitted by e-mail at embassy.sweden@rks-gov.net

Documents should be copies as they will not be returned.