GRAND DUCHY OF LUXEMBOURG
Embassy in Pristina

The Embassy of the Grand-Duchy of Luxembourg in Pristina (Kosovo)
Is recruiting
1 driver / versatile employee (m/f) – 40 hours / week
fixed-term contract starting on 1 January 2027 or suitable
(with the possibility of a permanent contract after one year)

Job profile

The Embassy of the Grand-Duchy of Luxembourg in Pristina (Kosovo) is recruiting a locally recruited driver / versatile employee to start on 1 January 2027 (or to be determined):

Job title:	Driver / versatile employee
Level of Education:	Secondary vocational education
Number of hours:	40 hours (100%)
Contract type:	fixed-term contract of 1 year with a 3 month probation period and the possibility of an indefinite contract
Start date:	1 January 2027 or suitable

Under the supervision of the Head of Mission, you will perform the following tasks (non-exhaustive list)

- Drive the Head of Mission, visiting delegations including transport arrangements ;
- Ensure the proper maintenance and cleanliness (inside and outside) of the vehicle ;
- Administrative tasks for the Embassy ;
- Be in charge of all logistical arrangements (taxes, airport reception, customs, visa) ;
- Front office tasks (i.e. welcoming visitors, answering the phone) ;
- Electronic and physical archive including research and disposal of documents ;
- Tasks include but are not limited to organizing meetings, answering simple questions on visa and consular issues, redirecting phone calls and emails as necessary ;
- Manage office material ;
- Mail collection and dispatch ;
- Logistics and management of meetings including support during events ;
- Regularly test and maintain security, telecommunications and vehicle equipment within the Embassy and the Residence ;
- Doing some research and collect information for instance on security incidents in Kosovo ;

- General maintenance and upkeep of the Embassy premises and inventories. This includes informing the Head of Mission of any problems and liaising with external companies and workers, as well as the property owner, to organize maintenance, repairs and upkeep ;
- Perform any other task entrusted by the Head of Mission in relation to his function and skills.

Your profile

- Disposing of a valid driving license and having a driving experience of at least 10 years, with a preference of official driving experience for a diplomatic or international mission ;
- High standard driving skills and safe driving with no prior traffic offences ;
- Applying traffic rules and regulations in Kosovo and neighboring countries ;
- Knowledge of applicable rules and regulations with regards to safety and security, car mechanics, route planning, topography, etc. ;
- Knowledge and experience of car mechanics and maintenance ;
- Knowledge and experience in house maintenance work ;
- Knowledge of administrative duties of Embassies and basic writing skills ;
- Fluent in Albanian and English. French will constitute an advantage ;
- Able to work independently as well as in a team ;
- Confidentiality and reliability ;
- Work overtime if necessary ;
- Take initiative.

Please note that the labor law in force in Kosovo governs the employment contract, including the remuneration.

To apply for this opportunity, please send your resume, a cover letter and diplomas to pristina.amb@mae.etat.lu until 30 November 2026.

Only shortlisted candidates will be contacted for a test and interview at the Embassy.
All personal documents will be treated in accordance with the EU Law on Data Protection and will be destroyed.