



# The Embassy of the Grand Duchy of Luxembourg in Pristina (Kosovo) is recruiting 1 driver and office support assistant (m/f) – 40h/week

## Job profile

The Embassy of the Grand Duchy of Luxembourg in Pristina is recruiting

**Job title:** Driver and office support assistant (m/f)  
**Level of education:** Secondary vocational education (MBO)  
**Number of hours:** 40 hours  
**Contract type:** fixed-term contract of 1 year, renewable  
**Start date:** 1<sup>st</sup> January 2023 or suitable

## General job description:

Under the authority of the Head of Mission, you will be responsible for all transportation arrangements of the Embassy, including driving the Chargé d'Affaires a.i., driving visiting delegations, transporting goods, and any other transportation assignment as required. You will be responsible for the maintenance of the Embassy vehicle making sure the vehicle is up to safety standards and in perfect functioning condition at all times, as well as keeping the vehicle clean and fueled up.

You will be responsible to carry out administrative duties for the Embassy; these include electronic and physical archive and doing some research as requested. Tasks include but are not limited to organizing meetings, answering simple questions on visa and consular issues, redirecting phone calls and emails as necessary.

You will be responsible for general maintenance and upkeep of the Embassy premises and inventories. This includes informing the Head of Mission or the Assistant of any problems and liaising with external companies and workers, as well as the property owner, to organize maintenance, repairs and upkeep.

## Duties and responsibilities:

- You will be the driver for the Chargé d'affaires a.i.
- You will be responsible for the transportation of visiting delegations including transport arrangements
- You will ensure the proper maintenance and cleanliness of the vehicle
- You will perform administrative tasks for the Embassy
- You will manage all logistical arrangements (taxes, airport reception, customs, visa)
- You will manage front office tasks (i.e. welcoming visitors, answering the phone)
- You will manage electronic and physical archive including research and disposal of documents
- You will manage the office material
- You will be the focal point to collect and dispatch Mail
- You will manage logistics of meetings including support during events
- You will be responsible to regularly test and maintain security, telecommunications and vehicle equipment within the Embassy and the Residence
- You will research and collect information on security incidents in Kosovo
- You will perform any other task entrusted by the Chargé d'affaires a.i. in relation to his function and skills

## Job requirements:

- You have a driving license and driving experience of at least 10 years, with a preference of official driving experience for a diplomatic or international mission
- You have high standard driving skills and safe driving with no prior traffic offences
- You know and apply traffic rules and regulations in Kosovo and neighboring countries
- You have knowledge of applicable rules and regulations with regards to safety and security, car mechanics, route planning, topography, etc.
- You have knowledge and experience with car mechanics and maintenance
- You have knowledge and experience in house maintenance work
- You have knowledge of administrative duties of Embassies and writing skills
- You are fluent in Albanian and English languages. Knowledge of and/or willingness to learn French will constitute an advantage
- You are able to work independently as well as in a team
- You are willing to work later than the normal working hours
- You are willing to take initiative

Please note this is a local employment contract, which will be governed by the employment and Labour Law of Kosovo. Remuneration will be determined based on qualifications and experience.

**To apply for this opportunity, please send your resume, a cover letter and diplomas to [pristina.amb@mae.etat.lu](mailto:pristina.amb@mae.etat.lu) until 20 December 2022.**

All personal documents will be treated in accordance with the EU Law on Data Protection and will be destroyed.