



REPUBLIC OF NAMIBIA

EMBASSY OF THE REPUBLIC OF NAMIBIA

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JOB DISCRIPTION: UTILITY DRIVER

Job Title: Utility Driver

Job Description: To provide secure and timely driving services to transport passengers, documents and goods and, whenever necessary, carry out administrative and secretarial duties.

Duties and Responsibilities:

Transportation of persons, goods and / or documents

- Provide transportation for the Embassy, and VIP visitors from Namibia or elsewhere as instructed.
- Deliver payment transfers to the bank and/or the suppliers, conduct cash purchases for office expenditure
- Distribute mail as needed, both incoming and outgoing
- Submit visa applications for official travel and correspondences to various Embassies/Consulates and collect them.
- Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
- Facilitate airport pick-ups for VIP visitors and transportation during official visits

Service vehicle maintenance management

- Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle licence on time.
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition as required per season.

- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- Check oil and tyres regularly and keep the service vehicles in clean condition, both inside and outside.
- Keep track of timely car insurance renewals
- Update monthly mileage records
- Maintain log book of each service vehicle on daily basis

Administrative and secretarial duties

When necessary:

- Answer/redirect calls, take messages and handle/draft some correspondence
- Act as receptionist and/or greet clients on occasion
- Organize and maintain files and databases in a confidential manner
- Schedule appointments, meetings, and reservations as needed
- Receive deliveries
- Maintain and order office supplies
- Coordinate/make travel arrangements including transportation and accommodation

Essential qualifications, skills and experience

- Valid driving license;
- Minimum of five years of driving experience (clean license);
- Good Level of English, both oral and written;
- Fluent level of French and/or Flemish, both oral and written;
- Self- starter, quick learner, team-player;
- Ability to adapt and respond to changing circumstances;
- Good communication skills;
- Good computer skills and knowledge of appropriate software including Microsoft Word and Outlook

How to apply:

To apply for this vacancy, please send your application letter, CV, at least two references and any relevant qualifications in English addressed to Mr. Henry Zamuee by e-mail to info@namibiaembassy.be

Candidates are encouraged to apply as soon as possible because the Embassy is seeking to fill the vacancy by 1 June 2022 and interviews will held on an ongoing basis.

Please note that only short-listed candidates will be contacted for a virtual or physical interview which will be conducted in English. The Embassy is not in a position to

compensate candidates for any costs (i.e. travel, accommodation etc.) incurred to attend the interview.