

Job Announcement

The Royal Danish Embassy in Abu Dhabi, UAE



Position: Driver cum PRO/Admin Assistant
Type of employment: Full time on a permanent employment basis
Starting date: 1 October 2017
Deadline for application: 7 September 2017

The Embassy has an opening for a full time experienced driver cum PRO/Admin Assistant to join the Administrative Department.

You will be working in a small but well-structured team. The main tasks of the Administrative Team are to support the mission with day to day protocol and administrative matters. You will be responsible for driving the official vehicles mainly executive car, dealing with protocol matters with immigration and other relevant local authorities, and supporting in daily administrative tasks.

Main tasks and responsibilities as Driver cum PRO/Admin Assistant

- Driver for the Ambassador
- Provide transport service to visiting delegations and the Embassy staff, when needed
- Visa formalities for diplomatic and non-diplomatic staff and associates of the Embassy
- Draft and deliver Note Verbal to relevant local authorities and other concerns
- Overlook the fitting and fixture of building works, machinery and vehicles
- Purchase small to big items and handle petty cash
- Updating inventory lists

Required qualifications

- Must have excellent driving record. Experience with driving executives and foreign delegations would be welcomed
- Must have a valid UAE driver license; no black point to the license
- Good sense of roads in UAE and Abu Dhabi in particular
- Excellent command of Arabic and English both written and verbal. Good communication skills and understanding of customer service would be a plus
- Must have experience in dealing with visa formalities and up to date knowledge
- Time management skills in performing tasks within the given span of time
- Experience in overlooking fitting and fixtures of building works, machinery and vehicles in particular
- Knowledge of petty cash handling would be welcomed
- Purchasing equipment, furniture and machinery in accordance with purchase procedures
- Must be flexible with assignments after office hours with high sense of responsibility
- Knowledge of IT would be desired but not must
- Other tasks as assigned time to time

We offer

- An exciting, inter-cultural and dynamic work environment with great opportunities for further development of your professional and personal competences
- Annual leave of 22 working days each calendar year
- Employment visa, not for family
- Home flight once a year
- Local health insurance including family according to rules
- Attractive salary based on qualification and relevant experience

Application and recruitment process

To apply for the position, please send your application (cover letter, CV and a copy of other credentials with two references) in English to Head of Administration and Finance at auhamb@um.dk marked 'Job Application-Driver cum PRO/Admin Assistant' no later than 7 September 2017.

Selected candidates will be invited for interviews – expected to take place by mid-September.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact Samson Patras, Head of Administration and Finance at sampat@um.dk.