



Republic of Botswana

## **JOB VACANCY ANNOUNCEMENT**

The Permanent Mission of the Republic of Botswana to the United Nations Office and other International Organizations in Geneva is seeking eligible and qualified applicants for the position of Driver.

### **Duties and Responsibilities:**

- Meets, in rotation with the other drivers, the needs of the Organization (including driving the Permanent Representative, diplomatic staff, and any other senior official and/or high-level visitors on official business) bearing in mind that these services may be required beyond the normal working hours of drivers (**7:00 a.m. to 6:00 p.m.**)
- Provide safe and reliable transport for officials of the Permanent Mission, children of diplomats, official visitors and delegations, ensuring punctuality.
- Maintain accurate vehicle logs, records and related documentation.
- Ensure that all vehicles of the Permanent Mission are kept in excellent condition, including regular cleaning, fuelling and maintenance (scheduling of servicing and repairs).
- Monitor road traffic and security conditions to ensure safe travel.
- Deliver official documents, goods, and mail to designated locations.
- Provide logistical and administrative support to the Permanent Mission when required.
- Perform any other duties as assigned by the Permanent Mission.

### **Education (Essential)**

Secondary education or equivalent.

### **Language Skills**

Fluency in either English or French, and strong working knowledge of the other language, where one is not fluent.

### **Requirements:**

- Holder of valid permanent residence authorizing full-time employment in Switzerland.
- Valid Swiss Driver's licence to legally drive a passenger car and a van in Switzerland.
- Minimum of five (5) years' professional experience as a driver, with a clean driving record.
- Excellent driving skills and sound knowledge of vehicle maintenance (manual and automatic transmission).
- Sound knowledge of Road safety Regulations.
- Experience driving VIPs.
- A service-oriented mind, good human relations skills, a positive attitude towards teamwork, and willingness to contribute to efficiency of the Permanent Mission.
- A high level of confidentiality, discretion, commitment, and reliability.
- Able to exercise sound judgment and decision making.
- Flexibility to work beyond regular office hours, including weekend and public holidays.

## **Competencies**

- Self-management and initiative in compliance with internal rules and regulations.
- Good general appearance, discretion, tact, and courtesy.
- Time management skills.
- Good knowledge of Geneva and the surrounding area.
- Knowledge of international organizations.
- Ability to use computer hardware and software (especially Word, Excel and Outlook).

## **Application documents required**

- Detailed Curriculum Vitae (CV), outlining relevant work experience.
- Two (2) copies of valid ID
- Two copies of passport.
- Two (2) copies of a valid Swiss driver's license.
- Proof of legal entitlement to live and work in Switzerland.
- Two (2) copies of educational certificates (transcripts).
- Contact details of 3 people, including a former Manager whom we can contact for reference checks.

## **Additional Information**

- Initial fixed-term appointment of one year, renewable subject to satisfactory performance and other applicable conditions.
- The selected candidate's appointment will be subject to an overall term of five years in this position, with no possibility of renewal beyond that term.

## **Application Procedure**

Applications, together with the required documents must be submitted by registered post to:

### **Attention: Recruitment Team**

Permanent Mission of the Republic of Botswana to  
the United Nations Office and Other International Organizations in Geneva  
10, Allée David-Morse  
1202 Geneva

**Deadline:** 12h00 on Tuesday 3<sup>rd</sup> March 2026.