



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 3rd March 2026.