

JOB OPPORTUNITY

The Embassy of Sweden in Phnom Penh is seeking applications to fill the following position:

Position Title: Driver / Administrative support
Conditions: 6 months' probation

1. Responsibilities:

Under the supervision of the Head of the Administrative and Consular Section, the Driver will be responsible for the following duties:

- Regular driving for all Embassy staff incl. the Ambassador according to schedule
- Regular vehicle maintenance.
- Delivers mail and pick-up mail from the post office (every Tuesday and Thursday).
- Assists in the reception when needed.
- Assists with logistical planning and organizing transports for incoming visits.

Perform other related duties as required.

The work requires an ability to independently perform duties, including taking initiatives and assuming responsibility for the completion and delivery of individual tasks.

In carrying out the duties, the Driver shall closely liaise with the other staff at the Administrative and Consular Section.

2. Essential Qualifications:

Education: High School

Experience: Five years of professional experience in a field/s of relevance for the assignment.

Knowledge/skills: Excellent interpersonal skills. Service-minded. Ability to independently perform duties and to ensure the delivery and completion of tasks, also under periods of high work load. Flexibility and ability to prioritise tasks. Solid planning skills. Outgoing, motivated and willing to learn new things. Ability to adapt to a different cultural environment and to changing responsibilities. Computer skills.

Language: Good knowledge of English, both orally and in writing. Fluency in khmer.

3. Desirable skills and/or experiences:

Previous work in the service as a driver and/or administrative support.

4. Applications:

Applications along with a detailed CV, references and copy of education certificate/s should be submitted to the Swedish Embassy, 10th floor, Phnom Penh Tower, #445 Monivong Blvd, Phnom Penh, no later than **15th of September 2017**. The application may be delivered in hard copy or via e-mail to the following address: ambassaden.phnom-penh@gov.se. The envelope/e-mail should be marked "Driver/Administrative support".

Only short-listed candidates will be contacted and applications will not be returned. The Embassy of Sweden retains the right to contact references directly.

Tests of language proficiency may be performed by the Embassy as part of the interview process.

We warmly recommend female drivers to apply.

5. About us

The Embassy of Sweden in Cambodia has a total of 8 Swedish staff seconded from the Ministry for Foreign Affairs and Sida, and 7 locally employed staff. The main tasks are to:

(i) represent Sweden in Cambodia and to strengthen and further develop bilateral relations; (ii) implement the cooperation strategy for the development cooperation with Cambodia; (iii) monitor and report on the political and economic development; (iv) promote trade relationships and exchanges as well as other Swedish interests; (v) discharge statutory administrative duties; and (vi) contribute to a good cooperation and coordination with other embassies and international organizations.

Read more on www.swedenabroad.se/phnompenh

