



Vacancy announcement: Security Driver

Embassy of Denmark in Islamabad

Position: Security Driver

Type of employment: Full time on a local contract

Starting date: 1 January 2025

Location: Embassy of Denmark, House 16, Street 21, F-6/2, Islamabad

Deadline for application: Friday, 1 November 2024 at 23:00 hrs PST

The Embassy of Denmark in Islamabad has an opening for a full-time staff member to join the Embassy's Security and Logistic team as a security driver.

Main tasks and responsibilities

The candidate will be responsible for the routine daily driving duties and professional upkeep, maintenance and cleanliness duties of the Embassy's vehicle pool. The candidate will be responsible for providing safe, efficient and effective driving services to the Embassy's staff and official visitors, whenever required.

Driving

- Provide safe and punctual driving services to staff and official visitors for meetings, functions and airports (picks/drops) during and after office hours, as deemed necessary.
- Excellent road-related common sense and respect of Pakistani driving law.
- After required training, should be able to comfortably drive an armoured vehicle.
- Various administration related driving duties, like procuring items from local suppliers, etc.
- You have to qualify the mandatory driving training, which is organized by MoFA, Copenhagen.

Transport administration

- Carrying out routine and essential maintenance of vehicles.
- Regular recordkeeping of Log Books, work hours, holidays, day/night duties as instructed by or coordinated with the FDO/Logistical Coordinator.
- Interaction with government department (MoFA, Customs), in relation to vehicles.

Requirements for the position

- Must have valid driving license and clean driving record.
- Good communication skills in English.
- Good team player.
- Good computer savvy (MS Office, mobile applications etc.)
- Responsible and professional attitude.

- High degree of compliance is expected within security, administration and finance protocols and procedures.

Employment conditions

- You will be offered full-time, permanent employment on a local contract with three (03) months' probation period and flexible working hours.
- You will be entitled to four weeks (20 working days) of paid holiday per year.
- Partial medical coverage for you and your immediate family members.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- 13th month salary and performance bonus according to the Schemes of the Ministry on individual and team targets.
- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks and great colleagues.

Application and recruitment process

To apply for the position, please send your application in English (motivation letter, CV, proof of relevant background/education, recommendations and minimum 2 references) no later than Friday, 1 November 2024 before 2300 hrs (PST).

Please send your application mail to isbamb@um.dk. Please refer in the subject line to: "Application for Driver. [Your name]".

The Embassy of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with [Personal Data Policy of the Ministry of Foreign Affairs](#).

The Embassy of Denmark attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, gender, religion, age or disability.

Selected candidates will be invited for interviews and test – expected to take place in the end of November 2024. Only selected candidates will be contacted.

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

Information about Embassy of Denmark

For more information about the Embassy of Denmark in Islamabad, please refer to our webpage: <https://pakistan.um.dk/>