



Vacancy Announcement

The Permanent Mission of Thailand to the World Trade Organization and the World Intellectual Property Organization in Geneva is seeking eligible and qualified applicants for the position of Driver. Details are as follows:

<u>Position:</u>	Driver
<u>Closing date of application:</u>	15 June 2023
<u>Duration:</u>	Full-time, starting from 3 July 2023 or at the earliest
<u>Salary:</u>	CHF 3,393 per month, with possible bonus, overtime pay and other applicable benefits

Probation period and performance appraisal

There will be a three-month probation period. After that, during the employment period, a performance appraisal will be conducted annually. Should the performance not be satisfactory, the Permanent Mission may, at its discretion, take measures including terminating the employment.

Job Description

1. Driving a vehicle for various official duties including the transportation/delivery of documents, parcels and passengers or other tasks as assigned.
2. Monitoring usage, condition and maintenance as well as fixing technical problems to ensure that the vehicles are in a clean, safe and ready-to-use condition at all times. Notifying and advising on maintenance of the vehicles.
3. Assisting and supporting the Ambassador and other officials including in performing various tasks and organising activities of the mission, as assigned.

Qualifications required

1. At least 21 years of age
2. Clean criminal record. Extraordinary driving record.
3. Good health. A level of fitness for a professional driver.
4. A valid Swiss driving license or equivalent. Must be allowed to legally drive a passenger car and a van in Switzerland and neighbouring countries.
5. Professional working proficiency in English. Proficiency in Thai and/or French will be an advantage.
6. Extensive experiences of driving in and good knowledge of routes in the Canton of Geneva and its surroundings. Ability to use a device/technology to support work.
7. Good knowledge of vehicles and their maintenance (manual and automatic transmission)
8. Extraordinary knowledge of and adherence to traffic regulations, as well as road disciplines and practices of Switzerland and its surroundings.

9. Service mind, professionalism, ability and readiness to complete assigned tasks in time, maturity, ability to work well as a team.

10. Flexibility to work outside official working hours including on holidays. Ability and readiness to support various tasks/activities of the mission

Application documents required

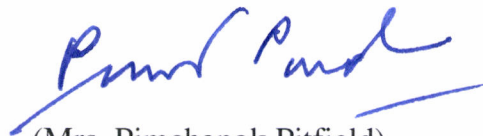
1. Curriculum vitae which includes work experiences (Résumé)
2. Two copies of a valid ID card or passport
3. Two copies of a valid Swiss driving license or equivalent
4. Two recent photos taken within the last six months
5. Two copies of education transcript
6. Reference letters (if any)
7. Other relevant documents (if any)

Application process

Applicants interested in this position must submit the required application documents by hand or via registered post to the Permanent Mission of Thailand to the WTO and the WIPO, ICC Bâtiment G, Route de Pré-Bois 20, 1215 Genève or via email to gsa@thaiwto.com no later than 15 June 2023 at 18.00 hrs. Any questions should be directed to Mr. Phatana Saikhamchan at +41 22 929 52 23 or gsa@thaiwto.com.

Qualified applicants will be asked to attend an interview and take a practical driving test approximately during the fourth week of June 2023.

Issued on 1 June 2023



(Mrs. Pimchanok Pitfield)

Ambassador, Permanent Representative of Thailand
to the World Trade Organization
and the World Intellectual Organization,
on behalf of the Permanent Secretary of the Ministry of Commerce