



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.