



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>	16 October 2026
<u>Duration:</u>	Full-time, starting from 15 November 2026 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 six-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 preliminary 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 organizing activities of the mission, as assigned.

Qualifications Required:

1. At least 25 years of age.
2. Clean criminal record. Extraordinary driving record.
3. Good health. A level of fitness for a professional driver.
4. Must have valid government-issued documents authorizing employment in Switzerland if not holding Swiss Nationality.
5. Must hold a valid Swiss driver license or an equivalent license recognized in Switzerland. Must be legally authorized to drive both passenger cars and vans in Switzerland and neighbouring countries.

6. Professional working proficiency in English. Proficiency in Thai and/or French will be an advantage.

7. Must have extensive driving experience in the Canton of Geneva and surrounding areas, with excellent knowledge of local roads, routes, and key landmarks. Experience driving for executives is an advantage.

8. Must be proficient in using GPS and navigation tools and be able to communicate effectively and efficiently with office staff using appropriate digital communication platforms.

9. Good knowledge of vehicles mechanics and their maintenance.

10. Extraordinary knowledge of and adherence to traffic regulations, as well as road disciplines and practices of Switzerland and its surroundings.

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

12. 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 (CV) or résumé detailing work experience, in either Thai or English
2. A physician report indicating a level of fitness for a professional driver
3. One copy of a valid ID card or passport, and one copy of a valid work permit (if applicable)
4. One copy of a valid Swiss driver license or equivalent licence recognized in Switzerland
5. One Recent photograph (taken within the last 6 months)
6. One copy of academic transcript
7. Reference letters (if any)
8. Other relevant documents (if any)

Application process:

1. Applicants interested in this position must submit the required application documents in-person or via registered mail to the Permanent Mission of Thailand to the WTO and the WIPO, 79 route de Valavran, 1293 Bellevue, Switzerland or via email to gsa@thaiwto.com no later than 16 October 2026 at 18.00 hrs. Any inquiries regarding this vacancy may be directed to Mr. Phatana Saikhamchan at +41 22 929 52 23 or gsa@thaiwto.com.

2. Announcement of Shortlisted Candidates for Interviews : 23 October 2026

3. Interview : 27 October 2026

4. Driving Test : 2 – 3 November 2026
5. Announcement of the Successful Candidate : 6 November 2026

Issued on 16 September 2026



(Mrs. Pimchanok Pitfield)

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