

**The Belgian diplomatic representation in Vienna is looking for a  
Driver/Housekeeper (M/F/X)  
One-year contract (renewable)**

**EMPLOYER**

Belgian State, Permanent Representation of Belgium to the United Nations in Vienna / Embassy of Belgium

**JOB DESCRIPTION**

**As a driver** you will be responsible for the safe transport of persons (internal or external to the Embassy) or goods (mail, miscellaneous material, etc.) within the planned timescales, to well-defined locations and in accordance with the customers, the environment and the local traffic regulations and rules of conduct, in order to support the Embassy in its daily organisation.

Examples of tasks:

- Preparing the best route for each journey by consulting maps, GPS, etc., according to road and traffic conditions, weather conditions, etc.
- Picking up or dropping off staff or visitors from the Embassy to meetings/external activities according to the route that best suits the times.
- Picking up or dropping off visitors from and to the airport during and outside normal working hours (late arrivals or departures, weekends, etc.).
- Taking care of the necessary formalities (customs, airport, money exchange, etc.).
- Transporting or collecting goods, equipment, mail, baggage, etc., to predetermined places at predetermined times
- Loading/unloading the goods transported and helping the persons carry their luggage and equipment (even if heavy).
- Filling in books or other documents relating to the various trips....

You will also be responsible for the proper maintenance of the vehicles and associated repair and maintenance equipment to minimize the risk of breakdown and keep the equipment clean and in good working order. You will ensure that the documents related to the vehicles used are in compliance with the laws and other regulatory provisions of the country and with the internal rules and procedures to avoid problems with the local authorities.

Examples of tasks:

- Performing minor repairs and/or taking the vehicle(s) to the garage for service and maintenance
- Taking the vehicle(s) to the technical inspection or similar body

- Ensuring the cleanliness (inside and outside) of the vehicle(s)
- Ensuring there is a sufficient supply of spare parts for repair and maintenance
- Taking the necessary administrative steps to ensure that all documents required for the vehicle are in order (new vehicle registration, insurance, vehicle tax, etc.)
- Ensuring that these documents are up to date and in the vehicle during the trip

**As a housekeeper for the residence and chancery**, you are responsible for carrying out or helping to carry out certain technical and/or logistical tasks (minor repairs, maintenance, cleaning, installation, provisioning, etc.) in support of the daily operation of the Embassy. You will be responsible for access control, welcoming technicians or suppliers, cleaning the entrance, courtyard, taking out the rubbish, etc. You check and identify any shortcomings or maintenance needs in the residence and chancery.

In collaboration with the manager, liaising with technicians for maintenance work (requesting services and quotes, work supervision, quality control, etc.), administrative follow-up of maintenance work and contracts, etc.

Examples of tasks:

- Carrying out minor repairs or other work (replacing lamps, minor painting, helping with packing, placing or replacing flags, etc.)
- Moving house or assisting with removals (dismantling/assembling desks, transporting materials to the archive or storage area, etc.)
- Managing urgent errands at the request of a manager
- Managing the supply of office supplies, paper for photocopiers, water for the water fountains, cleaning or hygiene products, etc.
- Preparing and checking equipment for meetings: video projector, screen, etc.
- Recording loans and returns of equipment (video projector, representative's mobile phone, etc.)
- Managing the stock of office supplies and other equipment

## Required or desired competencies and recruitment conditions

### Behavioural competences

Teamspirit; acting in a service-oriented way (internal and external customers); being adaptable/flexible; being able to develop oneself; showing respect; showing reliability; showing commitment

### Technical competences

- Driving licence for at least 5 years. Good practical knowledge of the Vienna road network.
- Basic technical skills (electricity, plumbing, heating systems, painting, general maintenance...) and knowledge of the technical services sector in Austria.
- Courtesy and politeness in dealing with superiors, customers, guests, etc.

- Good presentation and interpersonal skills
- Knowledge of the diplomatic world
- Good knowledge of German and English

#### **Not required, but an asset**

- You can work fluently with office applications including MS Word and Outlook
- Knowledge of a third or fourth language (Dutch, French)

#### **Recruitment conditions**

- Diploma primary education
- Driving licence (since at least 5 years)
- Clean criminal record

#### **Recruitment procedure**

After an initial selection based on CV and motivation letter, a practical test and an oral interview will follow. Commencement of employment is foreseen on 1 February 2022 at the latest.

#### **Our offer :**

- Gross monthly salary: EUR 1.925
- 13th and 14th month
- One year contract, renewable
- International work environment

#### **How to apply?**

Applications (C.V., motivation letter with references) should be submitted by 15.12.2021, by e-mail to [vienna@diplobel.fed.be](mailto:vienna@diplobel.fed.be) or by letter to Embassy of Belgium, Schönburgstrasse 10, 1040 Wien. Only applications with strong references regarding good conduct and professional experience will be considered.

#### **More information?**

For more information about this position, please contact Mr. Reinout Van Vaerenbergh (01 502 07 12).

Link to our website:: [www.diplomatie.belgium.be/austria](http://www.diplomatie.belgium.be/austria)