



EMBASSY OF DENMARK
Tel Aviv

DRIVER AND HANDYMAN

DO YOU WANT TO WORK IN EXITING DIPLOMATIC ENVIRONMENT? ARE YOU A TRUE TEAM PLAYER? ARE YOU AN EXPERIENCED DRIVER AND ABLE TO SOLVE LOTS OF OTHER TASK? ARE YOU FLEXIBLE AND DYNAMIC? IF SO, WE HAVE THE PERFECT JOB FOR YOU!

WHO WE ARE

The Danish Embassy in Tel Aviv represents Denmark in Israel and is a part of the Danish Foreign Service with its global network of embassies. We are around 20 colleagues, working from our modern and newly refurbished offices in the Museum Tower in Central Tel Aviv. The Danish Innovation Centre is an integrated part of the Embassy with the aim is to strengthen innovation and commercial links between Danish and Israeli companies and institutions.

WHAT WE OFFER

You will play a crucial role in the day-to-day operations of the Embassy. You will be responsible for a wide range of important tasks within logistics and transportation. We are a small - but dynamic and efficient - team, so it is crucial that all of us are flexible and willing to assist where needed. Our culture is characterized by a strong team spirit, an informal tone, a good sense of humour and a high level of job satisfaction.

You can expect to be working with:

- Driving of the Ambassador and occasionally other staff members and visitors.
- Ad hoc driving of deliveries etc.
- Attending to care and appearance of Embassy vehicles.
- Practical tasks at the Embassy and the houses for our diplomats.
- Performing other duties as assigned, e.g. attendance in the Embassy's Reception, supervision of external contractors, procurements and other casual office tasks.

WHAT WE ARE LOOKING FOR

In general, we appreciate and foster these personal characteristics:

- A true team player.
- A high sense of responsibility and an ability to work independently and proactively.
- A high degree of integrity and ability to handle sensitive and confidential information in a professional manner.
- A high stress threshold and an ability to work on many tasks simultaneously

For the specific position, we are looking for someone who possess a combination of these qualifications:

- *Relevant work experience.* Applicants with professional driving experience will be preferred. Good geographical knowledge of Israel, particularly Tel Aviv and Jerusalem. Driver's license and clean driving record is a must, driving license C an advantage.
- *Service-minded.* Proud of delivering great service, both internally and externally. Positive attitude and a born problem-solver. Always professional, presentable and punctual.
- *Flexibility.* Understand and appreciate changing priorities and assignments. Often needed to work outside normal office hours, also during weekends.
- *Administrative competences.* Well organized and conscientious. Good IT skills an advantage.
- *Practically minded.* Able to assist with smaller practical tasks and to communicate respectful and efficiently with external contractors etc.
- *Solid language skills.* Our daily working language is English. Fluent oral Hebrew is needed.

EMPLOYMENT CONDITIONS

- Permanent employment. Local contract terms.
- Work week Monday-Friday. Flexible time table according to the needs of the Embassy.
- Fixed monthly salary according to experience and skill level.
- Start date 1 August, 2024 (subject to final approval by the Ministry of Foreign Affairs of Denmark and pending security clearance).
- Travel days should be expected and may vary depending on visits, projects etc.

APPLICATION PROCESS

Please send your application (one-page cover letter, CV, proof of relevant education) in English in a single PDF file to tlvamb@um.dk no later than June 10, 2024. Selected candidates will be invited for interviews in the beginning of July.

Questions can be addressed to Head of Consular Department and Joint Administration, Mary Marcusohn-Noach (marmar@um.dk, +972 (0) 54 8080 329).

The Embassy promotes equality and diversity and encourages all to apply for the position regardless of age, gender, ethnicity, religion and disability.