

VACANCY FOR THE POST OF DRIVER OF STAFF VEHICLE

Name of Organization: Embassy of the Islamic Republic of Pakistan-Sofia

Salary & Remuneration: BGN 1,200/- per month.

Gratuity: Not entitled to any gratuity. However, Embassy will pay towards Social Security contribution.

Medical Facility: Not entitled to any medical facility.

Hours of Work: 40 hours per week from Monday to Friday. Additional duties may be assigned from time to time for which overtime allowance will be paid.

Number of Vacancies to fill: 01

Closing date: 15 days of publication of notice

Job summary

- Drives the staff vehicle.
- Ensures the staff vehicle is kept and maintained in excellent condition.
- Adopts best & safest routes to reach destination.
- Ensures security of people and goods.
- Performs other related tasks as and when required.

Eligibility

The candidates who are Bulgarian nationals or holding valid permanent permit of Bulgaria. The candidates must be medically fit.

Experience

- Minimum 5 years experience preferably in a Government office, international organization or diplomatic mission. Reference(s) from the previous employer(s) is/are required.

Knowledge & Skills

- Should be well versed in Bulgarian and English.
- Excellent navigational and route planning skills.
- Intimate knowledge of the routes within Sofia, particularly of the location of the Government offices, Embassies/Commissions/Consulates and prominent hotels.
- Basic knowledge of vehicle maintenance. Preference will be given to candidates who are able to make running repairs to vehicles.
- Thorough knowledge of the Highway/Motorway Code, traffic rules and laws pertaining to motor vehicles.

Other requirements

- Punctual and organized.
- Able to prioritize multiple tasks and meet deadlines.
- Able to frequently work overtime-after office hours, weekends & closed holidays. Remuneration will be awarded as per prescribed rates.