



## **Vacancy Announcement – VA No. 01/2025**

*Issued date: 5 June 2025*

Job Title : **Driver**  
Report to : Logistician (Fleet Management)  
Location : Embassy of Switzerland, Yangon  
No. of Position : One position  
Contract Type : Fixed-term contract for one year  
(With possible extension)

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### **Context**

The Embassy is looking to recruit a motivated and energetic individual to fill the position of **Driver**. We are looking for a **responsible and well-mannered driver** with good communication and organizational skills. The ideal candidate should be able **to work under pressure, manage different tasks, and show respect for the values of integrity and professionalism**. The successful candidate will be responsible for the following tasks:

### **Description of tasks / Job objective**

- Drive safely according to daily assignments
- Clean and maintain the vehicle on a daily basis
- Carry out deliveries and procurements as requested by the Logistics Unit
- Complete the daily mileage and fuel logbook
- Accompany or pick up staff and guests from the airport
- Perform other duties as a logistics assistant or any related tasks as assigned by the direct supervisor

### **Qualification and experiences required**

- A bachelor's degree is preferred
- Valid driving license; a Class D license and relevant experience are an advantage
- At least five years of driving experience, including with 4x4 vehicles
- Good knowledge of vehicle maintenance and safety checks
- **Good spoken and written English skills**
- Good knowledge of Yangon and other big cities
- Sound understanding of Myanmar driving rules and regulations
- Willingness to work overtime, on weekends, and to undertake occasional in-country travel

The Embassy of Switzerland in Yangon is a value-based and equal opportunities employer, appointing on merit through open competition. **We highly encourage individuals from minority backgrounds to apply.**

Interested candidates are invited to submit their ***application (Curriculum Vitae, application letter of max. 1 page and scanned copies of certificates) along with a completed Personal History Form (in Excel format only)*** via email to [myat-soe.aye@eda.admin.ch](mailto:myat-soe.aye@eda.admin.ch) by ***20 June 2025, Friday, 4:00 pm.***

***The Personal History Form*** can be downloaded from the [MIMU](http://themimu.info) (Myanmar Information Management Unit) website via the following link:

***[http://themimu.info/sites/themimu.info/files/documents/Swiss Embassy Personal History Form.xlsx](http://themimu.info/sites/themimu.info/files/documents/Swiss_Embassy_Personal_History_Form.xlsx)***

Only short-listed candidates will be contacted for an interview. No telephone inquiries. We do not return application files.