

Job Announcement

Position: Driver/ Technical assistant

Konrad-Adenauer-Stiftung (KAS) Vietnam

The Hanoi Office of the Konrad-Adenauer-Foundation is currently looking for a Driver/ Technical Assistant.

We, a German Political Foundation, have been present in Vietnam for 30 years and are partner to over 10 prestigious Vietnamese organizations, institutes, universities, government and legislative bodies and other political stakeholders. We are engaged in judicial reform, economic development, foreign and security affairs.

Responsibilities:

- Perform daily inspections on all assigned vehicles.
- Ensure that car is properly cleaned and maintained and that any need for repairs is outlined and reported.
- Obtain orders for transporting or things to different locations and ensure that they are carried out correctly.
- Receive items and documents for transport and ensure that they are safely transported to their destinations.
- Find safe/ short routes to destinations, ensuring that timelines are met.
- Safely drive assigned office vehicle by following set rules and regulations.
- Transport people to their destinations, handle office pick-up duties and deliver parcels and documents.
- Maintain contact with the dispatch team or team member to ensure that he or she is made aware of the delivery or transport situations.
- Perform both preventative and regular maintenance on assigned vehicles and ensure that proper detailing is performed.
- Keeping and updating the log book of the car
- Assist in technical office support
- Assist in logistical work for activities, if required.

Required Qualifications, Experiences, Skills:

- Proven experience as a Driver
- A valid driver's license
- A clean driving record
- Minimum 5 years of experience (working with foreign NGOs is an advantage)
- Good level of English communication
- Age from 40 to 50 years old and good health
- Familiarity with GPS devices
- Knowledge of area roads
- Ability to lift heavy packages and luggage
- Availability to occasionally take weekend and night shifts
- A polite and professional disposition
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- A high school diploma at least

Long term employment perspectives, good regime and working condition.

The deadline for submission of applications is **27th May, 2024**.

Application dossiers: (CV, copies of relevant certificates, references) should be sent to KAS office: #85D5D Vuon Dao, Tay Ho district, Ha Noi or via email: Tuyen.nguyen@kas.de

Please note that only short-listed candidates will be contacted. The indicative starting date is **1st July, 2024**.