

The European Union Delegation to Sri Lanka and the Maldives is looking for a Driver to join our team.

Deadline: no later than 23:59 04/06/2024

Expected start date: 01/07/2024

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Sri Lanka and the Maldives ensures the representation of the European Union in Sri Lanka and the Maldives, the promotion of bilateral relations in the areas of political, economic, trade, cultural and external assistance cooperation and the defence of values and interests of the European Union to the world.

We offer

We offer a post of Driver . Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Driver – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as driver to the Ambassador and other staff of the Delegation, under the supervision and responsibility of the Head of Administration.

The place of employment is Colombo. This is a local agent post, classified in the function group 5, with unlimited duration (including a probationary period of 6 months). The minimum gross salary is EUR 291, subject to increase according to the selected candidate's relevant experience. The working hours are 37h30 per week, from Monday to Friday. Drivers work in a shift system and will have to do overtime and missions outside of Colombo.

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

The expected start date will be 01/07/2024

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Valid driving License with Class C
4. Minimum 5 years of proven, professional driving experience
5. Proven, professional driving experience in an international organisation/diplomatic mission with pool vehicles is considered a major asset
6. Has a satisfactory knowledge of English (oral and written);
7. Education and training: secondary school diploma
8. Good computer skills including experience with MS Office.

The successful candidate should have:

- Capacity to communicate clearly both orally and in written form
- Communicative team-player with service-orientated attitude
- Service-orientated professional manner and appearance
- High sense of responsibility
- Good organizational skills
- Sensitivity to diverse cultural environment

How to apply

Please submit your **application, consisting of: (1) a cover letter expressing your motivation, (2) CV and (3) a declaration on honour regarding the civil rights and permits for employment under local law in Sri Lanka, and medical fitness** to delegation-sri-lanka-recruitments@eeas.europa.eu (Reference: **NAME – Application for LA-5 post Driver**) no later than 23:59 04/06/2024.

Only complete applications received on time in the Functional Mailbox delegation-sri-lanka-recruitments@eeas.europa.eu will be considered.

The successful candidate will be subject to a medical check and background check.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based on the information provided in the cover letter, CV; practical testing and interviews. The 3 best candidates will be invited to the final test.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.