



REPUBLIC OF NAMIBIA

EMBASSY / PERMANENT MISSION OF THE REPUBLIC OF NAMIBIA BOTSCHAFT / STÄNDIGE VERTRETUNG DER REPUBLIK NAMIBIA

Ref: 11/1/2
Enquiries: *ER Ruiters*

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VACANCY ANNOUNCEMENT

Position Title: Utility driver

Location: Vienna, Austria

Type of Appointment: Full time, Local Hire

The Embassy of the Republic of Namibia in Vienna invites suitable qualified and experienced candidates to apply for the position of **Utility Driver** at the Embassy. The successful applicant will support the missions' administrative operations through safe transportation services, delivery and messenger duties, and general logistical support.

Minimum requirements:

- Valid local driver's license (Class B)
- Minimum of **3 - 5 years** of professional driving experience
- Must possess a **valid work permit** for Austria or be a citizen/permanent resident of an **EU Member State**
- Strong knowledge of local road network and traffic regulations
- **Clean driving record**
- Proficiency in English; German language skills will be an added advantage
- High level of reliability, discretion and professionalism

Preferred Qualifications:

- Experience working with diplomatic missions, international organizations, or corporate fleets
- Good interpersonal and customer- service skills

Remuneration:

The Embassy offers a market related remuneration package, inclusive of a 50% social security contribution, sick leave, and annual vacation leave.

Application Details:

Interest candidates should submit a written application describing suitability accompanied by:

- A detailed **Curriculum Vitae /Resume**
- Copy of an **identity document**
- Cover letter describing qualifications and suitability
- Copies of relevant licenses and certificates
- **Names and contacts information of three professional references**
- Previous **employment certificate, referral letter** and a copy of **work permit** or EU Residence permit
- A recent **police clearance certificate**

Applicants must send their application to:

The Head of Mission

Embassy of the Republic of Namibia
Zuckerkindlgasse 2
A - 1190 Vienna

No emailed applications will be accepted.

Only shortlisted candidates will be contacted for interviews.

APPLICATION DEADLINE: 12 FEBRUARY 2026

