**EMBASSY OF MALAWI**

The Embassy of the Republic of Malawi in Brussels is inviting applications from qualified, self-motivated and experienced candidates to fill the following vacant positions:

Position Title: **CHAUFFEUR**

The Chauffeur shall serve as the official driver for the Ambassador. Reporting to the Counsellor, the Chauffeur performs the following Tasks:

Tasks include:

1. Drive the Ambassador and spouse to and from official functions and other duties.
2. Report for duties on time, be it at the Office, the official Residence or other places of assignment.
3. Clean or arrange for cleaning of the official car(s) of the Ambassador and ensure that they are always clean.
4. Arrange for maintenance of the Ambassador’s car(s) and ensure that they are in good working condition.
5. Facilitate that the car(s) comply with all regulatory requirements including insurance and have valid Certificate of Fitness (COF).
6. Report mechanical faults of the official car(s) to the Counsellor.
7. In liaison with the Ambassador’s Secretary, maintain an updated record of the Ambassador’s itinerary and ensure that the Ambassador arrives on time at his/her destination.
8. Assist with the delivery of urgent and important mail as and when need arises and in the absence of the utility driver.
9. Supervise the Utility vehicle Driver and fulfil their duties when they are absent.
10. Maintain a logbook for the official vehicle.
11. Undertake any other duties assigned by the Ambassador /supervisors from time to time.

**Qualifications:**

* A High School Diploma or equivalent.
* Valid driving licence Class B.
* Should have undergone Chauffer training.
* Applicants should have at least five years' experience,
* Should be fluent in English and any local languages in Belgium ​​and familiarity with addresses of important institutions like diplomatic offices/buildings, international organizations and traffic rules.

**Position Title: UTILITY DRIVER**

The Utility Driver shall serve as the official driver for the Embassy. Reporting to the Counsellor, the Utility Driver shall be responsible for the following Tasks:

1. Drive Embassy staff to meetings and official engagements.
2. Post and make mail delivery to Government offices and other Diplomatic Missions.
3. Provide general guidance to visiting Malawi delegations and new diplomats.
4. Clean or arrange for cleaning of the official car(s) of the Ambassador and ensure that they are always clean.
5. Reporting mechanical faults and due dates for maintenance of the official car(s) to the Counsellor.
6. Ensure that the car comply with all regulatory requirements including insurance and have valid Certificate of Fitness (COF).
7. Reporting mechanical faults of the utility car to the Counsellor.
8. Maintain an updated record of official errands as assigned by the Counsellor.
9. Maintain a log book for the official vehicle.
10. Manage the reception desk including answering phone calls and directing them to appropriate officers.
11. Photocopying and filing documents

**Qualifications:**

* A High School Diploma or equivalent.
* Valid driving licence Class B.
* Applicants should have at least five years' experience,
* Should be fluent in English and any local languages in Belgium ​​and familiarity with addresses and traffic rules.

Applications should be addressed to:

The Appointments and Disciplinary Committee,

Malawi Embassy

Av. Herrman Debroux 46,

1160 Audergem, Brussels.

or

Should be send by e-mail to: [embassy.malawi@skynet.be](mailto:embassy.malawi@skynet.be)

Deadline for receiving applications is 15th October, 2022.