

The Royal Danish Embassy in Dar es Salaam is recruiting a Service Assistant (Driver & Security Assistant)



Position: Service Assistant (Driver & Security Assistant)

Type of employment: Employment on a local contract

Starting date: ASAP

Location: The Royal Danish Embassy in Dar es Salaam

Deadline for application: 08.01 2024

Reporting to: Head of Administration / CFO

Ref. Service Assistant (Driver & Security Assistant)

The Royal Danish Embassy in Dar es Salaam is looking for a full-time Service Assistant with primary roles as a driver and security assistant.

You will be part of the Embassy's Administration Team. The main tasks of the Administration Team is to ensure a well-functioning Embassy by supporting all staff with service-oriented and operational tasks.

As a Service Assistant (Driver and Security Assistant), you will be responsible for driving official Embassy vehicles and for assisting with onsite security matters as well as occupational health and safety issues. Furthermore, the position also requires the ability to assist with receptionist and other service related tasks. Flexibility is required for an optimal handling of the entire portfolio of the Embassy. All employees must there be ready to contribute to handling tasks outside of their own portfolio.

Main tasks and responsibilities as Driver & Security Assistant

- Provide safe and reliable driving services to staff and visitors, including the Ambassador and embassy staff – while ensuring the safety and security of passengers
- Provide local advice on transport arrangements for meetings, events and visits, including in the preparation of transport plans as necessary, including outside of Dar es salaam
- Maintain official vehicles and arrange regular servicing, maintenance, repairs, cleaning, refuelling, regulatory insurance and registrations.
- Deliver supplies, materials and perform courier duties
- Establish and maintain good relations with local authorities and vendors.
- Assisting with liaison with security guards on all security matters including SOP training, quality control of guard posts, patrol records, delivery screenings, event security and safety considerations of Embassy vehicle(s)
- Ensure CCTV, radio and patrol systems are serviced and in good working order at all times
- Assist with health and safety coordination at the Embassy, including coordination of fire equipment inspection, fumigation service, first aid stations and basic

security awareness training and occupational health and safety awareness for local staff

- Undertake general administrative duties, including expense settlement processing and calendar coordination.
- Assist with duties in the reception, including phone systems and receiving guests, preparing meetings and events
- Other tasks as required

Candidate Requirements

- Minimum Form 4 education
- Valid driving licence with good knowledge of traffic rules
- First aid training certificate or similar documentation
- Excellent command of English and Kiswahili
- IT proficiency and good skills regarding MS Word, Excel, Outlook and Internet

- A positive, open-minded, pro-active attitude to handling of assignments
- A structured mind-set and excellent planning and coordination skills
- A high sense of responsibility or service-mindedness
- Great interpersonal skills and team player abilities in order to supervise and motivate external guards. Willingness to learn new skills, improve and share knowledge with colleagues
- Flexible and willing to adapt to the changing needs of the Embassy.

- Experience working in an International Organisation, Diplomatic Mission or other International Environment
- Professional experience from security services industry and national service training.
- Health and Safety training course certificate (preferred)

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Work in an international environment
- Great opportunities for further development of your professional and personal competences
- A large degree of self-dependence
- Competitive salary and benefit package

Employment conditions

- Full time employment with the possibility of a permanent contract based on the relevant legally binding labour market rules of Tanzania and the minimum standard of the Ministry of Foreign Affairs of Denmark
- Your standard working hours will be 37 hours per week
- You will be entitled to 25 days of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results
- Contribution to NSSF
- You and your dependant family members are provided health insurance coverage.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education and qualifications,) in English to Hans Christian Nielsen at daramb@um.dk marked Service Assistant (Driver & Security Assistant) no later than 8th January 2024.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews. The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact Hans Christian Nielsen at haniel@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. For more information about the Embassy, see www.tanzania.um.dk.