



EMBASSY OF DENMARK
Dar es Salaam

EMPLOYMENT OPPORTUNITY

SERVICE 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 the reception and service related tasks. Flexibility is required for an optimal handling of the entire portfolio of the Embassy and tasks outside own portfolio should be accepted.

Key responsibilities and duties:

- 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 preparation of transport plans as necessary, including outside of Dar es Salaam.
- Maintain official vehicles and arrange regular servicing, maintenance, repairs, cleaning, refuelling, insurance and registration.
- Deliver supplies, materials and perform courier duties.
- Establish and maintain good relations with local authorities and vendors.
- Assist 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 the 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.
- Doing other tasks as required.

Qualifications and requirements:

- Minimum Form 4 education.
- Valid driving licence, professional driving experience and good knowledge of traffic rules.
- First Aid training certificate or similar documentation.
- Excellent command of English and Kiswahili.
- IT Proficiency and good skills in using 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.
- Flexible and willingness to adapt to the changing needs of the Embassy.
- Experience from working in an International Organisation, Diplomatic Mission or other International Environment is an added advantage.
- Professional experience from security services industry and national service training is added advantage.
- Health and Safety training course certificate (preferred).

If you are interested in this exciting career opportunity, send your single page application letter and updated CV (Maximum 5 pages) **as one file** to **Prospect Africa**. Write **"Service Assistant"** in your e-mail subject line. Do not send copies of certificates, letters of recommendation etc. Applications should not be sent directly to the Embassy.

The deadline for receipt of applications is 5th April 2024. Only short-listed candidates will be contacted. If you do not hear from us within 4 weeks after the closing date, kindly, assume your application was not successful. The selected candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the appointment

Executive Search and Selection Division
Prospect Africa Limited
e-mail: recruitment@prospect-africa.net

