



Vacancy announcement: Driver to the Embassy of Denmark in Damascus

Type of employment: Full time on a local contract

Starting date: As soon as possible (pending security clearance)

Location: Embassy of Denmark, No. 6, Fatmeh Idriss Lane, Al-Ghazzawi St. Western Villas

Deadline for application: Sunday 31 May close of business

The Embassy of Denmark in Syria has an opening for a full-time staff member to join the Embassy as driver.

Main tasks and responsibilities

The candidate will be responsible for the daily driving duties and professional upkeep, maintenance and cleanliness duties of the Embassy's vehicle pool together with the Embassy's other driver. The candidate will be responsible for providing safe, efficient and effective driving services to the Embassy's staff and official visitors, whenever required.

Driving

- Provide safe and punctual driving services to staff and official visitors for meetings, functions and airports (picks/drops) during and after office hours, as deemed necessary.
- Excellent road-related common sense and respect of Syrian traffic law.
- After required training, should be able to comfortably drive an armoured vehicle.
- Administratively related driving duties, like procuring items from local suppliers, etc.
- You have to pass mandatory driving training.

Transport administration

- Carrying out routine and essential maintenance of vehicles.
- Regular recordkeeping of Log Books.
- Interaction with Syrian government departments (MoFA, customs) in relation to vehicles.

Requirements for the position

- Must have valid driving license, and clean driving and criminal record.
- Experience from other dedicated driving jobs, preferable from other diplomatic missions or the UN.
- Security awareness.
- Good verbal and written communication skills in English.
- Good team player.
- Good computer savvy (MS Office, mobile applications etc.)
- Responsible and professional attitude.
- High degree of compliance is expected within security, administration and finance protocols and procedures.

Employment conditions

- You will be offered full-time, permanent employment on a local contract with three (03) months' probation period.
- You will be entitled to four weeks (20 working days) of paid holiday per year.
- Partial medical coverage for you and your immediate family members.
- Your salary will reflect your qualifications, relevant experience and proven work-related experiences.
- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks and great colleagues.

Application and recruitment process

To apply for the position, please send your application in English (motivation letter, CV, proof of relevant background/education, recommendations and minimum two references) no later than Sunday 31 May 2026 by close of business.

Please send your application mail to beyamsik@um.dk. Please refer in the subject line to: "Application for Driver. [Your name]".

The Embassy of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with [Personal Data Policy of the Ministry of Foreign Affairs](#).

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

Selected candidates will be invited for interviews and test – expected to take place in June 2026. Only selected candidates will be contacted.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.