



VACANCY DRIVER

EMBASSY OF DENMARK IN JAKARTA

Position:	Driver
Type of employment:	Full time, 40 hours' week, employment on a two-year local contract with possibility of extension.
Starting date:	As soon as possible
Salary range:	Basic gross annual salary IDR 111,240,000 (with possibility of additional monthly allowances for special qualifications and functions)
Location:	Danish Embassy in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950
Deadline for application:	7 July 2025

The Danish Embassy is looking for a new embassy driver. We seek to recruit an excellent and motivated driving professional, who know your way around the streets of Jakarta in order to beat the 'macet' and reach a venue in due time along with a safe driving record. You have experience from working at an embassy and have strong customer service and can pay attention to detail. Candidates must demonstrate a high level of integrity, self-motivation, planning skills and initiative.

You will be part of the administration team of eight employees, including the ambassador's driver. The main tasks of the admin. team is financial management, HR, reception, drivers, housing policy facility management and IT. The position is full-time and may be applied for by candidates with good knowledge of the English language.

Main tasks and responsibilities

- Transportation for meetings, delegations etc.
- Keeping the Driver schedule updated.
- Maintenance of the embassy car, logbook, cleaning and ensuring adherence to maintenance schedule.
- Assist the admin.team updating and registering all diplomatic cars at the mission (licence plates, documentation to KEMLU, police etc.)
- Participate in logistical preparations of high-level visits, including driving schedules etc.
- Being service minded and ready to assist all colleagues at the Embassy.
- Settlement in RejsUd of drivers' outlays in due time.
- Assist the Admin Section and Reception as needed (visitors, packing of letters and dip. shipments, photocopying, schredding etc).
- Delivery of letters in town (KEMLU, other local authorities and embassies etc.)
- Ad-hoc tasks at the embassy when not driving.

Qualifications

- Safe driving record
- Previous working experience from an embassy is an advantage



- Good command of the English language, both orally and written, as well as locally spoken Indonesian language
- Integrity, sound judgement and good planning skills
- Being service minded and ready to assist all colleagues at the Embassy.
- Well organized, responsible and flexible
- Ability to multitask and work under pressure

We offer

- An exciting, inter-cultural and dynamic work environment
- Great opportunities for further development of your professional and personal competences

Employment conditions

- You will be offered a full time, two-year employment on a local contract based on the relevant legally binding labour market rules of Indonesia and embassy staff rules
- Your salary will reflect your qualifications, relevant experience and proved work-related results
- Your standard working hours are 40 hours per week
- You will be entitled to 22 days paid holiday per year

We would like you to start on 1 August or as soon as possible (subject to Danish security clearance).

Application and recruitment process:

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Embassy of Denmark E-mail: jktambvacancy@um.dk - marked in subject line "Application – Driver" no later than Monday 7 July 2025.

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. Only short-listed candidates will be contacted. For more information or questions, please contact the embassy on jktambvacancy@um.dk.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Indonesia and accredited countries: Timor-Leste, Papua New Guinea & ASEAN. The Embassy is an ambitious, high-paced and dynamic workplace with a mixture of staff posted from the Danish Ministry of Foreign Affairs and locally recruited staff.

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>