

**Most Immediate/
NI-Action**

Fax Message

From : Parep Kyiv
To : PPRA Islamabad
No. : Admn-2/30/2015
Dated : May 28, 2021

KVE-12
03/06

Deputy Director (IT) from Head of Chancery
Rptd to: - Network Administrator

Subject: - Advertisement for the Post of Driver in Embassy of Pakistan, Kyiv, Ukraine

Please refer to the subject cited above.

2. Enclosed please find advertisement for the subject post for publishing on Public Procurement Regulatory Authority's website, please.

Respectful regards



(Zeb Alam Khan)
Second Secretary/HOC

Post of Driver

Location	:	Pakistan Embassy Kyiv, UKRAINE
Application Deadline	:	Friday June 11, 2021
Type of Contract	:	Contract
Languages Required	:	Fluent in both Ukrainian and English
Expected Duration of Assignment	:	12 months with possible extension

Duties and Responsibilities:

The key responsibilities include but are not limited to:

- Driving the embassy's vehicle for delivery and collection of mails, documents, pouches, equipment and other administrative tasks as and when required
- Ensuring that repair and maintenance services are done on embassy vehicles in time;
- Ensuring that all instructions regulating safe driving behavior and Rules of the Road are strictly followed;
- Ensuring that the vehicle has valid insurance and first aid kit;
- On call availability when required on the weekends
- Assist the embassy in the organization of and logistical preparation for field trips, visiting missions, etc.;
- Assist in general maintenance of the office premises;
- Maintain cordial relations with colleagues and be an effective team player;

Qualifications and Experience

- Secondary Education;
- Valid Ukrainian driving license (minimum category B preferable - all);
- At least 5 years of professional driving experience;
- Fluent in Ukrainian and English. Good communication skills.
- Age limit Minimum 25 years and Maximum 45 years

Note: The Embassy reserves the right to terminate the contract on a one-month notice and this decision cannot be challenged in any court of law.