

**ADMINISTRATIVE ASSISTANT & DRIVER,
EMBASSY OF DENMARK**



Position: Administrative Assistant & Driver
Starting date: 1 September 2020
Location: Embassy of Denmark, 67 Dr. Isert Street, North Ridge, Accra
Deadline for application: 31 July 2020 at noon (Ghana time)

The Embassy of Denmark in Accra is looking for an Administrative Assistant who can also perform driving duties.

The position requires a multi-skilled person with well-developed administrative skills, proficiency in IT and MS Office, and proven abilities as a driver. Candidates must have a high sense of integrity, demonstrate self-motivation, initiative, and ability to work in a team environment. Since you will work closely both with colleagues in the Embassy and external collaboration partners, you must have excellent interpersonal skills.

Responsibilities as Administrative Assistant

- Assisting with receptionist functions, i.e. answering / transferring incoming calls on the Lync switchboard, liaising with guards, receiving visitors, and notifying relevant staff.
- Logistic support to staff and guests in relation to hotels, flights and airport pick-up.
- Assisting in arranging meetings, events, and Embassy functions.
- Assisting Embassy teams by drafting letters and following up on requests to Government authorities and external collaboration partners.
- Procuring consumables and stationary for the Embassy.
- Inventory control of Embassy consumables.
- Assisting to prepare Notes Verbales for protocol matters in relation to both Ghana and side-accredited countries (Sierra Leone, Togo, Cote d'Ivoire, Liberia and Guinea).
- Assisting staff and guests with obtaining entry visas from other Embassies.
- Assisting staff with the handling of claims in the Embassy's electronic claims handling system (RejsUd)
- Liaising with service providers regarding ongoing maintenance of the Embassy and supplies.
- Filing of documents in the Embassy's electronic filing system (F2).

Responsibilities as Driver

- Taking Embassy management, staff, and guests to meetings, events, and duty trips in Accra, other parts of Ghana, and occasionally Togo.
- Collecting and delivering guests to and from the airport.
- Collecting and delivering mail to and from the post office, MFA and others at the request of staff.
- Preparing all trips by becoming familiar with the exact destination of a planned trip.
- Ensuring safe driving and adhering to traffic regulations at all times and readiness to maintain and improve First Aid skills on an ongoing basis.
- Maintaining Embassy vehicles in good repair and ensuring regular service.
- Diligently keeping records of trips in vehicle logbooks and providing invoices for all purchases of fuel and other items in accordance with Embassy rules and instructions.
- Liaising with drivers in other international representations as and when needed to obtain information or coordinate joint events.

Qualifications:

- Relevant secretarial/administrative education.
- Computer literacy in Microsoft Office programs and Lync switchboard system.
- At least 3 years of work experience in an administrative position.
- Drivers' license and at least 3 years' of proven record as driver without accidents or disciplinary sanctions.
- Certificate of First Aid training issued not more than 3 years ago.
- Ability to use Google Maps and reading a map.
- Training in motorcade driving is a considerable asset.
- Embassy experience is an advantage but not a requirement.
- Perfect English language skills - speaking, reading and writing.
- Additional foreign and/or national language skills are an advantage but not a requirement.

Personal skills:

- Willingness and ability to adjust to changing organisational requirements. Flexible approach to daily working tasks, high capacity, and ability to work under pressure. Readiness to work extra hours when needed.
- High personal integrity.
- Excellent interpersonal skills and ability to communicate well with a wide range of external collaboration partners.
- A good team player, good sense of humour, and a loyal colleague.

We offer:

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks, good colleagues, an informal tone, and a “can do” attitude.
- Great opportunities for the use and development of your professional and personal competencies.

Terms of Employment:

- Permanent employment contract with three months probationary period.
- Recruitment presupposes security clearance by the Danish Authorities
- The contract starts on 1 September 2020.

Application and recruitment process:

Interested applicants should submit their application with a complete CV including two reference letters and a covering letter to the Embassy by email: accamb@um.dk

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.

Each application should be clearly marked “**Application – Administrative Assistant & Driver, Embassy of Denmark**”.

Application deadline: 31 July 2020 at noon (Ghana time). *Only short-listed candidates will be contacted.*

About us:

The Embassy of Denmark is representing the Ministry of Foreign Affairs of Denmark in Ghana and five side-accredited countries: Côte d’Ivoire, Liberia, Sierra Leone, Togo and Guinea-Conakry. The Embassy is an ambitious, high-paced and dynamic workplace with a mixture of staff posted from the Ministry of Foreign Affairs of Denmark and locally-recruited staff. After 30 years of extensive development cooperation in Ghana, the Embassy is now increasingly working on promoting trade, Danish investments, and new types of collaborations between Ghanaian and Danish authorities, companies, civil society organisations, and research institutions.

For more information about the Embassy, see www.ghana.um.dk