

Job Vacancy

The Embassy of the Federal Republic of Germany in Nicosia is seeking to fill the following post:

Starting in October 2026

Driver / Technical maintenance assistant (m/f/d) **Full-time (39 hours per week)**

The initial contract is for one year, with the option of extension subject to a satisfactory probationary period, and the role will primarily involve the following duties:

- Carrying out official journeys (ambassador and embassy staff) safely and punctually
- Maintaining and cleaning official vehicles and ensuring their roadworthiness
- Handling mail distribution; running official errands
- Assisting with the upkeep of the embassy premises, including deliveries, transport, installation work and supervising external contractors

Applicants should meet the following requirements:

- Medically fit to drive (the Embassy will arrange a medical examination prior to appointment)
- Proven experience as a professional or official driver
- Reliability, punctuality, impeccable manners and the ability to work in a team, as well as loyalty and discretion.
- Flexibility regarding work scheduling, including willingness to work shifts and overtime during peak periods and at weekends.
- Fluency in spoken and written Greek and English
- Physical stamina
- Manual dexterity; practical technical training is desirable

The salary is in line with local rates and based on the Embassy's pay scale.

The Embassy expressly welcomes applications from qualified women.

Please submit your application with the following documents:

- A tabular CV in English
- A covering letter in Greek and English
- Copies of your educational certificates and, where applicable, vocational certificates
- Letters of reference from previous employers, if applicable
- Evidence of the knowledge and skills specified in the job profile.
- A copy of your passport or identity card, including your residence permit, if applicable.
- A copy of your valid driving licence
- A police certificate with no entries (this may be submitted at a later date).

All documents must be submitted by **2 September 2026** exclusively by email in PDF format to:

vw-s@niko.diplo.de

Non-EU or EEA citizens must hold both a valid residence and work permit.

Only complete applications will be considered. Confirmation of receipt will not be sent.

Only shortlisted candidates will be notified. The selection process is scheduled for calendar week 38.

A background and security check will be carried out prior to appointment. Willingness to cooperate is required.

Information on data protection can be found at www.nikosia.diplo.de