

German Embassy School
Addis Ababa · አዲስ አበባ

JOB ADVERTISEMENT

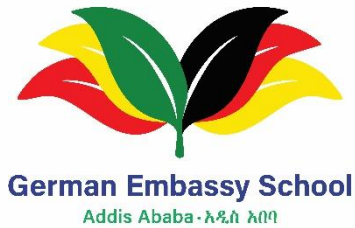
**The German Embassy School Addis Ababa is looking
for an
Liaison officer and driver
(Local employment/fulltime)**

Tasks

- Facilitating effective communication between the German Embassy School and stakeholders, e.g. the German Embassy, Ministries and other authorities, agencies and groups within Ethiopia. This may involve conveying information, coordinating meetings and representing the school.
- Obtain information independently and proactively in the event of changes in the local legal regulations or changes in processes that affect the school and advising the school to resolve issues, concerns, and problems promptly and efficiently.
- Assisting the Head of Administration and Human Resource Manager in administrative processes, e.g. applying for work visas, work permits, car purchase, container imports/exports, vehicle registration, local driving licenses etc.. This includes checking documents for completeness, scanning, filing, submitting applications online and coordinating and tracking the processes in person with the respective institutions.
- Deployment as a driver for school trips, general passenger transportation, airport transfers, etc.
- Assistance with procurement as a driver: obtaining and comparing prices on the local market, procurement/purchasing etc.
- Collaboration and cooperation with our other Liaison Officer and drivers.

Qualifications

- A bachelor's degree in a relevant field such as business, communications or public relations
- At least 2 years of proven professional experience in the field studied
- Very good knowledge of English and Amharic in writing and speaking, knowledge of German is an advantage
- Driving license for cars, motorcycle and bus with a minimum of 5 years proven driving experience
- Good PC skills, especially in Word and Excel as well as affinity with the Internet
- Excellent and proven communication and relationship-building skills
- Outstanding problem-solver with the ability to work under pressure while maintaining professionalism and a proactive and thorough way of working

**Benefits**

- Appropriate payment according to qualifications and professional experience, attractive working conditions in a motivated team in an international environment
- 1-year contract with the possibility of extension
- Family friendly working conditions

Start of work: 01.09.2025

Scope of work: 40hrs/week

Application: Significant application documents (cover letter, curriculum vitae and references) by email to job@dbsa.de (Only complete application documents submitted via Mail will be accepted)

Application deadline: 31.07.2025

Only shortlisted candidates will be contacted!