



JOB VACANCY

DRIVER (w/m/d)
at the Goethe-Institut Äthiopien
scope of employment 100%
local contract

We are looking for a dedicated, qualified, professional, responsible driver that starts on **15 April 2026**. The scope of employment will be 100%.

The Goethe-Institut is the globally active cultural institute of the Federal Republic of Germany. We promote cultural exchange, education, and social discourse in an international context and support the teaching and learning of the German language.

TASKS WILL ENCOMPASS

- Safely pick up and drop off guests and employees according to their requests
- Provide polite and professional service for the guests and employees
- Deliver and collect items and documents on time while ensuring their safety and security.
- Ensure vehicle cleanliness and check the overall condition of the vehicle before starting any trip; report any issues to the concerned person immediately.
- Properly record and document daily driving activities
- Refueling the company car
- Monitoring and updating the license plate (this includes filling out the application and submission process)
- Carrying out transport orders, errands, and shopping
- Carrying out customs formalities, administrative procedures, and visa matters on behalf of the caretaker
- Assist with reception telephone service when required
- Assisting with events (set-up, constructing, dismantling etc.)

WE OFFER

- Salary based on the salary scale for local employees at the Goethe-Institut Äthiopien depending on the scope of employment (please enquire for specifics) and other attractive benefits
- Healthcare coverage
- German language classes

REQUIREMENTS

- At least high school graduate
- Work permit for Ethiopia
- Valid Ethiopian Grade 3 or higher-level driving license
- Minimum 5 years of driving experience, transporting passengers in passenger vehicles
- Good knowledge of routes of Addis Ababa and surrounding areas
- Ability to use a smart phone and mobile applications
- Good personal hygiene and professional behaviour
- Safe and responsible driving record
- Willingness to perform various tasks to support different areas in their work
- Good Standard knowledge of spoken and written English, Amharic and German desirable and/or the willingness to learn or improve German
- Very good work organization, excellent time management, and high motivation
- Ability to work under pressure, reliability and loyalty, care and accuracy, dedicated and self-dependent work
- Communication and social skills, ability to work in a team
- Interest in the activities of the German cultural institute

APPLICATION

Please submit your application with your CV, a detailed letter of motivation, and any significant documents in English in **ONE PDF** by email to arsema.alamrew@goethe.de.

The application deadline for this vacancy ends on **20 March 2026**.

Please note that we will only consider complete applications sent in before the deadline and only short-listed candidates will be contacted.

Please contact Mrs. Arsema Alamrew, if you have any questions concerning this vacancy at arsema.alamrew@goethe.de or +251 11 1242345.