

VACANCY ANNOUNCEMENT

The Embassy of Pakistan, Vienna is seeking suitable candidates for the position of Messenger cum Driver. Candidate meeting the following criteria may apply for the post:

Messenger cum Driver

- Delivery/receiving of the official mail of the Embassy
- Any other duty assigned by the Embassy
- Driving
- Keep accurate records of the official mail delivered.
- Answering/making/transferring phone calls
- Greet and welcome the incoming guests
- Follow all traffic regulations and maintain a clean driving record.
- Load and unload items when required, ensuring items are handled carefully.
- Any other duty assigned by the Ambassador and Head of Chancery
- Exhibit flexibility and willingness to assist with various tasks and working hours as needed.

Qualifications and Skills:

- High school diploma or equivalent.
 - Valid driver's licence with a good driving record and knowledge of local traffic laws and routes in Vienna.
 - Good verbal and written communication skills in English and German
 - Ability to handle multiple tasks and prioritize work efficiently.
2. The application should include the following documents:
- CV/Resume
 - Copy of residence/work permit
 - Identity Document
 - Valid Driving Licence
 - Police Clearance Certificate

3. Interested candidates may apply at the following email: parepvienna@mofa.gov.pk by **Friday, 09 January 2026**.

Date: 24 December 2025
Vienna, Austria