



**ROYAL DANISH
EMBASSY**
Warsaw

VACANCY ANNOUNCEMENT – PERSONAL DRIVER

The Embassy of Denmark in Warsaw is hiring

Position: Personal Driver

Type of employment: Full time (37 hours)

Starting date: soonest possible

Location: Royal Danish Embassy in Poland (Warsaw)

Deadline for application: 12 March 2026 at 17.00

The Embassy is recruiting a service-minded personal driver. As a driver you will be part of our Embassy team, mainly assisting the Ambassador and Embassy Management cooperating closely with Personal Assistants.

You will have the overall responsibility for ensuring safe, reliable, and timely transportation for the Ambassador and Embassy staff. Your tasks will include driving to official meetings, events, and conferences; running errands around Warsaw in support of Embassy operations; and ensuring that Embassy vehicles and bicycles are kept in excellent condition through regular cleaning and maintenance. The position requires punctuality, flexibility, and discretion, as work outside regular business hours must be expected.

Main tasks and responsibilities:

- Assist in the safe transportation of the Ambassador and Embassy staff to official events, conferences, and meetings across Poland. Flexibility is required and work outside normal business hours must be expected.
- Collaborate with the Embassy team to plan official travel and travel schedules.
- Maintain the Embassy vehicles and bicycles in optimal condition, including regular washing and scheduling of regular technical inspections.
- Work in accordance with a work schedule that requires punctuality and timeliness in diplomatic activities.
- Maintain confidentiality and discretion regarding details of Embassy staff activities.
- Demonstrate a high level of courtesy and professionalism in interactions with Embassy staff, diplomatic staff and external partners.
- Logistical support, IT and assistance in ad hoc duties assigned by superiors.



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Required personal qualities:

- Previous job experience as a driver,
- Very good command of English,
- Certificate of no criminal record and a valid driver's license,
- Computer and IT skills, including Office programs,
- Communication skills, professionalism, reliability, flexibility, and availability.

Salary and contract:

- Employment contract will be based on the Polish Labour Law and Embassy Staff Rules, which are also in line with the Danish Labour Code.
- Salary according to qualifications and in accordance with the Embassy salary policy (37- hour work week). Additional allowances may be considered according to qualifications.
- We offer 24/7 coverage by the Danish MFA's Collective Private Accident Insurance.
- The Embassy embraces equal opportunities and therefore welcomes applications from all qualified persons.

Further information and application:

You can read more about the Danish Embassy in Warsaw on our website or Facebook, Instagram and LinkedIn profile.

For additional information on the vacancy, you are welcome to contact Head of Administration Agnieszka Chojnacka (phone no +48 502 155 803 or e-mail agncho@um.dk).

Please submit your application, CV and possibly letters of reference in English before 12 March 2026 at 17.00 to Embassy email: wawambjob@um.dk with subject title "Driver". Selected candidates will be invited for an interview after the deadline.