



## **Vacancy: Driver/ Clerk**

### **AUSTRALIAN EMBASSY TEHRAN**

The Australian Embassy in Tehran seeks applications for a Driver / Clerk. The successful applicant will be required to address all of the following criteria in their application:

- Strong command of English & Farsi language skills
- Drive official vehicles as required including overnight trips and regular after hours duties
- Maintain official vehicles in a clean and road worthy condition
- Daily delivery and collection of mail, messages and equipment
- Act as relief receptionist
- Assist in routine administrative tasks

Applications in English should be delivered to the HR Officer at the Australian Embassy, 23<sup>rd</sup> St, Khaled Islambuli Ave, or sent via email to [dfat-tehran@dfat.gov.au](mailto:dfat-tehran@dfat.gov.au) by Wednesday 10 February. Late applications will not be accepted and only short-listed applicants will be contacted.