



Job Offer

The Consulate General of the Federal Republic of Germany in Ho Chi Minh City
is looking for
a driver and administration worker/technical coordinator (m/f/d)
starting in September 2026

Your job will predominantly be:

- Driving the Consulate General's official vehicles for diplomats and cargo
- Taking care of these official vehicles including their technical monitoring and control
- Running official errands including sorting formalities
- Minor janitorial duties as well as coordinating and monitoring outside workers
- simple office duties, procurement
- In times without driving duties or official errands: assisting and supporting other departments of the Consulate

We would like you to fit the following profile:

- Job experience as a driver
- Good knowledge of English (knowledge of German is an advantage and welcomed)
- Technical training/work experience in the field of vehicles and/or utility management
- Physically and mentally resilient, good health
- Flexibility, readiness to work outside office hours and on weekends
- Good manners, reliability, ability to negotiate, confidentiality
- Willingness and capability to work in and for a team
- Computer knowledge of standard software programs

The German Consulate General is offering:

- An initial salary of 17,009,000.- VND per month based on 40 working hours per week
- 14 salaries per year and remuneration of up to 30 hours overtime per month.
- In general a permanent position but starting with 1-year-contract at first, with the possibility of extension (based on Vietnamese law)
- Medical check-up by cooperation doctor and security screening (which both must be passed before signing contract)

Application documents:

- Motivation letter and full CV (in English or German)
- Proof of qualifications and job experience by current certificates and references
- Copy of driver license minimum class A and B
- Applicants without Vietnamese citizenship must present a valid residence/work permit
- Copy of passport or ID card

If you consider yourself suitable for this position, if you want to work in an international team, if you want to be part of the development of the German-Vietnamese relationship, then we are looking forward to receiving your complete application only by email to info@hoch.diplo.de

not later than July 17th, 2026

The German Consulate General is promoting women in and for jobs and therefore invites qualified women to hand in their application for this job offer!