



PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO TO THE UNITED NATIONS, NEW YORK

## EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of Trinidad and Tobago to the United Nations in New York:

### **Chauffeur**

The incumbent will be responsible for driving the official vehicle safely and efficiently in conducting official business of the Permanent Mission.

#### ***Duties and Responsibilities:***

- Meet official personnel and visitors at the airport.
- Greet passengers and assist them in entering and leaving the vehicle. Assist passengers with their baggage handling.
- Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, timely changes of oil, check of tires, brakes, washing vehicle which should be in a clean, polished and flawless operating condition.
- Report any problems related to the functioning and maintenance of the vehicle to the Head of Chancery.
- Drive outside of regular hours in daylight, at night and on weekends as delegated from time to time.
- Deliver and collect mails from all organizations/companies with which the Permanent Mission conducts business.
- Ensure proper maintenance of daily vehicle log books.
- Ensure required documents such as vehicle insurance and vehicle log book are up to date.
- Perform additional duties as assigned.

#### ***Education and Experience:***

- High School/Secondary Education.
- High Proficiency in English Language
- Three (3) years work experience as a driver.
- Safe driving record.
- Knowledge and understanding of all traffic laws, regulations and speed limits.
- Skills in minor vehicle repairs.

#### ***Requirements:***

- Possession of a valid New York License, Class D and have a clean driving record.
- Legally authorized to work in the United States of America.
- Alertness, with physical capacity to sit and stand for long periods and lift luggage and or heavy cases.
- Good eyesight- normal night, colour and peripheral vision, as well as depth perception.
- Good Hearing- ability to hear/recognize unusual vehicle sounds, horns, sirens, and other ordinary traffic sounds and warnings.
- Ability to understand the specific vehicle operating and maintenance manuals and to operate every device in the car.

- Must be able to read and understand road maps, including knowledge of navigational devices and apps as well as travel instructions.
- Required to be in the office at all times unless on assignment(s) approved by the Head of Chancery away from the office.
- Non-smoker.
- Alcohol consumption not allowed during work hours.
- Certificate of character/good conduct obtained within the last six (6) months to be presented on/before the date of assumption of duty.
- Defensive Driving Certificate would be considered an asset.

***Knowledge, skills and qualities:***

- Having neat appearance.
- Being reliable.
- Having customer-service skills.
- Courteous and accommodating attitude.
- Ability to be discreet in all matters related to the assignment, including confidential information seen or heard.
- Substantial knowledge of the New York metropolitan streets of Westchester County, the main highways, rail road stations, New York and New Jersey airports and other areas that dignitaries and other officials of the Mission may use.
- Possession of good and safe driving skills.
- Ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy
- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups.
- Team player
- Having good communication skills.
- Having interpersonal skills.
- Self-motivated.

***Salary Range:*** USD\$1,350.00 -USD\$1,490.00/fortnight

***Benefits:***

- 15 days paid vacation annually, 21 days from 5<sup>th</sup> year of service
- 14 days of sick leave
- Possibility to subscribe to group health plan

*Applications must be submitted along with copies of relevant certificates and identification card by  
**22 January 2020** to:*

***Head of Chancery  
Permanent Mission of Trinidad and Tobago to the United Nations, New York  
633 Third Avenue, New York, NY 10017***

**OR**

**[tmission@trinbago.org](mailto:tmission@trinbago.org)**

***Unsuitable/late applications would not be acknowledged***