



## HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

Telephone: (592) 223-2740

E-mail: [hcgeorgetown@foreign.gov.tt](mailto:hcgeorgetown@foreign.gov.tt)

Web page: <https://foreign.gov.tt/hcgeorgetown>

Lot 21, Corner of Peter Rose and Lamaha Streets

Queenstown, Georgetown, Guyana

### **EMPLOYMENT OPPORTUNITY**

Applications are invited from suitably qualified persons for the position of **Chauffeur/Driver-Messenger** at the High Commission for the Republic of Trinidad and Tobago in Georgetown, Guyana.

#### **CHAUFFEUR/DRIVER-MESSENGER**

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

- To transport the High Commissioner and other officers and officials safely to and from engagements
- To collect and deliver correspondence in a timely manner
- To secure correspondence
- To ensure the delivery of payment of all bills for the High Commission
- To deliver/collect all letters pertaining to banking transactions at the High Commission's bank (including bank deposits)
- To ensure that the vehicle is properly maintained and clean at all times
- To check for essentials such as gas, oil, water and tyre pressure
- To ensure that the scheduled servicing appointments are kept
- To report to senior officers any defects in the vehicle
- To ensure that all documentation related to the vehicle is kept updated such as Insurance and Inspection

##### **Required Skills and Competencies**

- Knowledge of defensive driving techniques
- Excellent communication and interpersonal skills
- Knowledge of the road networks of Guyana and locations of relevant Government Agencies, Diplomatic Missions and other relevant offices
- Ability to work flexible hours
- Ability to manage time effectively and prioritise assignments
- Ability to work as part of a team
- Knowledge of Guyana's traffic regulations and laws
- Must possess a high level of confidentiality and discretion
- Must display a high level of professionalism and courtesy

##### **Experience and Training**

- Possession of a high school diploma or its equivalent
- Possession of a valid Driver's Licence with not less than five (5) years driving experience
- Possession of certification in Defensive Driving
- A minimum of three (3) years of work experience in a similar environment or with a reputable organisation



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**The successful applicant will be required to provide a Police Certificate of Character.**

**Interested persons should submit their resumé (including copies of National Identification Card and Academic Certificates) and two (2) reference letters by email to:**

**[hcgeorgetownvacancy@foreign.gov.tt](mailto:hcgeorgetownvacancy@foreign.gov.tt) or submitted to the drop box at the High Commission.**

**The deadline to submit applications is 31<sup>st</sup> July, 2022.**