



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
NEW YORK

## VACANCY NOTICE – 01/2023

### Job Description

- Position:** Chauffeur – one (1) position
- Location:** Consulate General of Trinidad and Tobago,  
125 Maiden Lane, 4<sup>th</sup> Fl., New York 10038
- Closing date:** **Monday November 27, 2023 (Extended)**
- How to apply:** All interested candidates should submit a cover letter and résumé and two recommendation letters, to the Consulate General by email to [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt) or by post. Only short listed candidates will be contacted.
- Job summary:** The Officer will be responsible for Chauffeuring between Official Residence and the Consulate General, and between the Consulate General and meeting locations etc. In so doing s/he maintains the highest levels of safety, adherence to regulations, politeness/courtesy, trustworthiness and confidentiality. The Officer will also be required to assist in the daily operation of the office and undertake follow-up action as directed by the Supervisor.

### Duties and Responsibilities of the Chauffeur

- Chauffeuring the Consul General on Official Duties;
- Transporting Staff members when required;
- Transporting Dignitaries;
- Maintenance of the Official Vehicle of Consul General;
- Collecting and Delivering mail/packages;
- Supporting Driver/Messenger by providing Relief with handling of Visitors;
- Collection of mail packages and supplies etc.;
- Log Book Transactions;
- Airport Duties;
- Other related duties;

### **Minimum requirements**

- Possess a high school diploma or its equivalent;
- Possess legal authorization to work in the USA;
- Speak, write and read English very well;
- Good computer skills (Microsoft Office Suite, Outlook, internet research);
- Covid-19 Vaccination (both doses);
- Excellent Physical health;
- Adhere to the Consulate General's no smoking policy in its office and vehicles.

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

- Courteous and cooperative attitude;
- Discreet in all matters related to assignments, including confidentiality about information seen or heard;
- Possess the ability to multi-task, work independently and consistently with the capacity to handle various tasks with patience and accuracy, whilst maintaining a friendly and well-mannered disposition to all internal and external constituents of the Consulate General;
- Ability to adapt readily and work effectively under a variety of different conditions, including different people, situations and groups;
- Ability to work long hours and at short notice;
- Must also be able to re-tool and re-invent oneself as the situation prescribes.

Send cover letter, résumé, and two (2) recommendation letters, to the Consulate General, by email to [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt) , or by post to:

The Consul General  
Trinidad and Tobago Consulate General  
125 Maiden Lane  
4<sup>th</sup> Floor  
New York  
NY 10038

Applications should be received **on or before Monday November 27, 2023.**

Administration  
CG, NY  
Oct 13,2023