



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, 4th Fl., New York 10038

Closing date: **Friday April 12, 2024 (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 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;
- Experience as a chauffeur with a background in handling dignitaries, diplomats, and VIPs is highly desirable;
- 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 , or by post to:

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

Applications should be received **on or before Friday April 12, 2024.**

Administration
CG, NY
March 15, 2024