



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO
NEW YORK

VACANCY NOTICE – 02/2025

OPEN ONLY TO PERSONS WITH AUTHORISATION TO WORK IN THE USA

Job Description

- Position:** Messenger/Driver – one (1) position
- Location:** Consulate General of Trinidad and Tobago
125 Maiden Lane, 4th Fl., New York, NY, 10038
- Closing date:** **Wednesday December 31, 2025 (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 assisting with the daily operations of the Consulate General and undertaking driving assignment by the Consul General/Consul Administration. The officer will assist in planning and executing activities organized by the Consulate General.

Duties and Responsibilities:

- Processing/Assessing of Visitors
- Informs/Advises Visitors
- Preemptive Action
- Incident Reporting to Consul Security
- Magnetometer monitoring
- Collect and Deliver mail, packages and supplies
- Vehicle Maintenance
- Log Book Transactions
- Chauffeuring Duties
- Any other duties as directed

Knowledge, skills and qualities:

- Defensive driving skills
- Driving in a convoy
- Courteous and accommodating attitude
- Discreet in all matters related to assignments, including confidentiality about information
- Knowledge of New York City and State traffic laws.

- Extensive knowledge of the New York metropolitan area, main highways, railroad stations, New York and New Jersey airports.
- Possess the ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy whilst maintaining a friendly and courteous image
- Ability to adapt readily and work effectively under a variety of different conditions
- Knowledge of computing skills
- Ability to use vehicle GPS systems.

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);
- 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 driver/messenger 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, weekends and at short notice;
- Must also be able to re-tool and re-invent oneself as the situation prescribes.

Remuneration:

United States Dollars \$1732.00 per fortnight.

Benefits:

- Contributory Group Health and Dental Insurance Plan;
- Gratuity upon successful completion of a two-year contract;
- 14 days of paid sick leave;
- 20 days of vacation per calendar year;
- Observation of 14 specified U.S. and Trinidad and Tobago public holidays annually.

Send Cover Letter, Résumé and two letters of recommendation by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038, or by e-mail to cgnyconsulateinfo@foreign.gov.tt no later than midnight on Wednesday December 31, 2025 (Extended).

Consul, Administration
Consulate General, New York
December 12, 2025