



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TORONTO

VACANCY NOTICE – 01/2026

OPEN ONLY TO PERSONS WITH AUTHORISATION TO WORK CANADA

Job Description

Position: Chauffeur – one (1) position

Location: Consulate General of Trinidad and Tobago
185 Sheppard Avenue West
Toronto, Ontario M2N 1M9

Closing date: **Wednesday, March 4, 2026**

How to apply: All interested candidates should submit a cover letter and résumé and two recommendation letters, to the Consulate General by email to congentoronto@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:

- Chauffeuring Duties
- Collect and Deliver mail, packages and supplies
- Registration and dispatch of Mission mail, processing of registered mail, hand delivery of mail
- Copying of documents
- Vehicle Maintenance
- Log Book Transactions
- Processing/Assessing of Visitors
- Informs/Advise Visitors
- 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 City of Toronto and Ontario traffic laws.
- Extensive knowledge of City of Toronto metropolitan area and main highways
- 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 Canada**
- Certificate of Good Character/Police Certificate
- 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 during the performance of one's duties and within the premises of the Trinidad and Tobago Consulate General
- 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:

Canadian Dollars \$1,964.00 per fortnight.

Benefits:

- Contributory Group Health and Dental Insurance Plan;
- 14 days of paid sick leave;
- 15 days of vacation per calendar year;
- Uniform allowance;
- Observation of 14 specified Canadian 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, 185 Sheppard Avenue West, Toronto, Ontario M2N 1M9, or by e-mail to congontoronto@foreign.gov.tt no later than **midnight on Wednesday, March 4th, 2026.**

Consul General
Consulate General, Toronto
February 25th, 2026