PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO THE UNITED NATIONS, NEW YORK
633 Third Avenue, 12th Floor, New York, NY 10017
Tel: 212-697-7620; Fax: 212-682-3580; Email: pmun-ny@trinbago.org

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of the Republic of Trinidad and Tobago to the United Nations, New York:

Guard/Chauffeur

Key Duties and Responsibilities:

Provide safe, punctual and professional transportation services to designated officials, staff and authorized guests while ensuring the security and safety of assigned vehicles, passengers and office premises.

- Operate and maintain official vehicles in compliance with traffic laws, Mission regulations and security protocols;
- Plan routes, coordinate transportation logistics and adapt to schedule changes as required;
- Conduct vehicle inspections, maintain cleanliness, fuel levels, documentation and service schedules and report any defects or incidents;
- Provide a visible security presence and monitor assigned office premises, reporting any suspicious activities, security concerns, or potential threats;
- Conduct basic security checks and follow established procedures during emergencies, accidents or security incidents;
- Maintain strict confidentiality regarding official movements, schedules and Mission business;
- Deliver professional protocol support for diplomatic officials, visiting dignitaries and official delegations;
- Maintain transportation, vehicle and security records and submit required reports;
- Perform other related transportation, security and logistical duties;
- Any other duties as assigned by the supervisor.

Other Requirements

- High School Diploma or equivalent.
- Legal authorization to work in the United States (documentary proof required).
- Valid driver's license with a clean and demonstrably safe driving record.
- Several years of professional driving experience, preferably transporting senior officials, diplomatic personnel, or executive clients.
- Previous experience in security, military, law enforcement, protective services, or a guard role is preferred.
- Previous experience as a Driver or in Facilities Management would be an asset.
- Sound knowledge of traffic laws, regulations, speed limits, local roads, traffic patterns, and major locations.
- Basic knowledge of vehicle maintenance and emergency response procedures.
- Ability to read and interpret maps, use GPS/navigation systems and mobile navigation applications and follow travel directions accurately.
- First Aid and CPR certification would be an advantage.
- Non-smoker and adherence to a strict no-alcohol policy during working hours.

Qualities

- Professional, reliable and discreet with a strong commitment to confidentiality.
- Excellent driving skills and road safety awareness.
- Alert, observant and capable of exercising sound judgment under pressure.
- Strong interpersonal, communication and customer service skills.
- Calm and effective in emergencies and challenging situations.
- Able to multitask, work independently and adapt to changing requirements.
- Flexible to work evenings, weekends and public holidays as required.
- Maintains a professional appearance and demeanor at all times.

The deadline to submit applications is November 30th 2026 Applications that are mailed must be postmarked by the deadline. Interested persons should submit their resume and relevant copies of required documents by mail or email to:

Head of Chancery
Permanent Mission of the Republic of Trinidad and Tobago
633 Third Avenue, 12th Floor, New York, NY 10017
pmun-ny@trinbago.org

Unsuitable/late applications would not be acknowledged