

**HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO,
KINGSTON, JAMAICA**

CAREER OPPORTUNITY

Position : Chauffeur/Messenger

Location : High Commission for the Republic of Trinidad and Tobago
25 Windsor Avenue, Kingston 5, Jamaica

Job summary :

The Chauffeur/Messenger is responsible for transporting officers and other officials safely to and from engagements. Delivering to and receiving correspondence from various entities and government ministries. Ensuring that the vehicle is maintained properly and all documentation related to the vehicle is kept updated. The officer is also required to perform other related duties assigned or approved by the High Commissioner and the Head of Chancery.

Duties and Responsibilities :

- To collect and deliver correspondence in a timely manner ;
- To secure correspondence and
- To transport officers and other officials safely to the office, functions and other events;
- To ensure that the vehicle is properly maintained and clean at all times;
- To check for essentials such as gas, oil, water and tyre pressure;
- To ensure that the scheduled servicing appointments are kept ;
- To report to senior officers any defects on the vehicle ; and
- To ensure that all documentation related to the vehicle are kept updated, including the Certificate of Fitness, Registration Certificate and Insurance Certificate.

Required Skills and Competencies

- Excellent communication and interpersonal skills ;
- Knowledge of the road networks of Jamaica and locations of relevant Government Agencies and Diplomatic Missions and other relevant offices;
- Ability to work flexible hours;
- Ability to manage time effectively and prioritise assignments;
- Ability to work as part of a team;
- Ability to communicate effectively;
- Knowledge of Jamaica's traffic regulations and laws;
- Must possess a high level of confidentiality and discretion ;
- Must display a high level of professionalism and courtesy ;
- Knowledge of defensive driving techniques.

Qualification and Experience:

- Possession of a high school diploma or its equivalent ;
- Possession of a valid Driver's Licence with not less than five (5) years driving experience;
- Possession of a certificate from the National Safety Council in Defensive Driving ;
- A minimum of three (3) years of work experience in a similar environment or with a reputable organization;

The successful candidate will be required to provide a Police Certificate of Character or its equivalent. He/She will also be required to meet the requirements of the High Commission security clearance.

Applications should be submitted to:

The Head of Chancery

High Commission for the Republic of Trinidad and Tobago

25 Windsor Avenue, Kingston 5

Email : hckingston@foreign.gov.tt