

VACANCY
Diplomatic Mission
Requires a
Driver/Chauffeur

The ideal candidate should be a safe and responsible driver. The duties of the Driver/Chauffeur include delivering and collecting documents, and bill payments on behalf of the Embassy of Japan. Driving Embassy officials to and from meetings, airport transportation for Embassy officials and guests, upkeep of vehicles, assistance with miscellaneous works such as maintenance of office and residence, and all other related duties.

Requirements

- Minimum of 5 O' level passes required
- A valid Trinidad and Tobago driver's permit
- Permanent residency in Trinidad and Tobago
- Ability to work irregular hours including nights, early mornings, and holidays
- No Accident Report to be presented if shortlisted
- Certificate of Character/ Receipt to be provided within three (3) months of employment.
- Fitness-for-work medical assessment to be provided within three (3) months of employment.

Candidates must have comprehensive knowledge of Trinidad and Tobago, have an excellent driving record, excellent oral communication skills, superb time management, able to build and maintain essential external relationships, and must be polite and responsible. The candidate should be able to function in a multicultural environment.

The successful applicant is expected to start working for the Embassy from beginning of September 2024.

Interested applicants should submit a cover letter and resume with reference letter.

NO LATER THAN JULY 30, 2024

to

EMBASSY OF JAPAN

PO BOX 1039

PORT OF SPAIN

or

administration-tt@po.mofa.go.jp

ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.

TELEPHONE INQUIRES WILL **NOT** BE ACCEPTED.